

# Aysha Everett

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## Professional Summary

Focused Accountant with years of experience. Adept at writing reports and budgets, completing the detailed financial analysis, and strategically planning for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

## Education

Arizona Christian University, Phoenix, AZ (2016)  
**Bachelor of Science: Accounting**

## Work Experience

### Accountant | Malco Products - Annandale, AZ

07/2022 - Current

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and all cash and banking reconciliations with 95% accuracy.
- Analyzed budgets, financial reports, and projections for accurate reporting of financial
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.

### Junior Accountant | Mansfield Authority - Mansfield, AZ

04/2019 - 05/2022

- Investigated and resolved variances in digital and physical records to promote record integrity.
- Set up and improved accounting systems and processes to meet business needs and maximize the effectiveness of operations.
- Reviewed financial documents to verify accounting data and mathematical accuracy.

### Business Intern | Kenny Products Inc. - Phenix City, AZ

09/2016 - 05/2018

- Tracked and analyzed reports to determine needed improvements.
- Assisted various departments with change by communicating new improvement plans and expectations.
- Collected, arranged, and inputted information into a database system.

## Skills

- Data trending knowledge
- Invoice coding familiarity
- Advanced bookkeeping skills
- Intuit QuickBooks specialist
- Budget Analysis
- Financial reporting specialist
- Cash Flow analysis

## Languages

- English 
- Dutch 