

Olivia Ogilvy, Accountant

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS	Twitter , Linkedin , Facebook
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PROFILE

Experienced Certified Public Accountant with 7+ years of experience in financial reporting, reconciliations and P&L statements. Holds an MBA plus a Business Valuations Certificate. Proven track record in financial system overhaul resulting in improvements of up to 30% in terms of processing speed and accuracy.

EMPLOYMENT HISTORY

May 2017 – Apr 2019	Accountant III, BZG Bank	Los Angeles
<i>Implemented a cash conversion model for six branches and ten ATMs that saved \$40,000 a year in processing expenses.</i>		
	<ul style="list-style-type: none">• Oversee all financial reporting and accounting functions.• Manage a team of 4 accounting clerks during the reconciliation of bank accounts, analysis of periodic financials, and preparation of budgets.• Compile financial statements and submit to Financial Director• Reconcile T&E, Amex, Petty Cash, and Prepaid accounts• Verify all payments against invoices and accounts receivable reports• Update budgetary schedules and expense reports every 30 days• Responsible for the payroll function of 1500 employees	
Jan 2013 – Mar 2017	Accountant II, H2O Manufacturing	Tampa
<i>Reinvented the format of several critical and complicated Balance Sheet account reconciliations which reduced the error variations by 30%.</i>		
	<ul style="list-style-type: none">• Prepare journal entries, reconciliations, and trend analyses during month end• Manage revenue, accounts payable, accounts receivable and expense accrual accounts• Liaise with operations, production, and marketing department to validate the correctness of financial information and review financial data reports• Assist with migration of the balance sheet from Oracle to SAP• Responsible for cash disbursement• Engage with internal audit team to complete documentation for SOX and Basel II	
Jan 2011 – Dec 2012	Accountant I, Cobb & Associates	San Diego
<i>Retrieved over \$100,000 in overdue receivables in less than three months by assigning a temp debt collector to follow up on outstanding payments.</i>		
	<ul style="list-style-type: none">• Assist with monthly, quarterly and annual financial statements, general ledger, balance sheet reconciliations, journal entries, fixed assets, and P&L reporting• Calculate variances between actual results and budget forecasts.• Reconciliations of main bank account and international subsidiary accounts• Prepare documents for annual tax returns• Work with external auditors during the audit review and compile all the necessary documentation required during the investigation• Responsible for accounts payable and accounts receivable statements	

EDUCATION

Apr 2016 – Aug 2016	Association for Investment Management & Research (AIMR), Chartered Financial Analyst (CFA)	Tampa
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