



OLIVIA OGILVY

Accountant • LOS ANGELES, CA 90291, UNITED STATES

○ DETAILS ○

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PLACE OF BIRTH
San Antonio

NATIONALITY
American

DRIVING LICENSE
Full

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Financial Reporting

Financial Management

Financial Accounting

Income Statements

Balance Sheets

P&L Calculations

Advanced Excel

Federal Regulations

Bank Reconciliations

Ledgers & Journals

• 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

Accountant III at BZG Bank, Los Angeles

May 2017 – April 2019

Implemented a cash conversion model for six branches and ten ATMs that saved \$40,000 a year in processing expenses.

- 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

Accountant II at H2O Manufacturing, Tampa

January 2013 – March 2017

Reinvented the format of several critical and complicated Balance Sheet account reconciliations which reduced the error variations by 30%.

- 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

Accountant I at Cobb & Associates, San Diego

January 2011 – December 2012

Retrieved over \$100,000 in overdue receivables in less than three months by assigning a temp debt collector to follow up on outstanding payments.

- 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