

Amelia Walker

Sales Tax Manager

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Chicago, IL

[LinkedIn](#)

WORK EXPERIENCE

Exelon Corporation

Sales Tax Manager

Chicago, IL | 2020 - current

- Managed the integration of Vertex into tax reporting processes, streamlining tax calculations and reducing tax preparation time by 84 hours per year
- Spearheaded the automation of tax filings using Avalara Returns, **reducing audit penalties by \$37.2k across multiple jurisdictions**
- Organized a system-wide implementation of SAP ERP automating financial reports, reducing manual entry errors by an average of 61 and improving reconciliation speed by 29%
- Streamlined tax audit with AuditBoard, increasing audit readiness and reducing audit preparation time from 73 hours to just 14 hours per quarter

United Airlines Holdings

Bookkeeper

Chicago, IL | 2016 - 2020

- Reviewed sales transactions and utilized Vertex to ensure compliance with complex tax laws, **achieving accurate reporting across 14 regions and saving \$92,076 in potential penalties**
- Handled and processed over \$1.6 million in monthly transactions using QuickBooks, ensuring timely invoicing, payment tracking, and expense reconciliation
- Processed tax documentation with DocuSign, reducing document turnaround time by 41% and speeding up approval processes for over 208 tax-related documents
- Maintained over 1,642 vendor records using Microsoft Dynamics CRM, ensuring timely payments and reducing overdue accounts by 22%

Boeing Company

Accounting Clerk

Chicago, IL | 2013 - 2016

- Analyzed financial discrepancies and recovered \$12,624 in missed billings using Microsoft Excel tools like PivotTables and VLOOKUP, optimizing reconciliation efforts
- Expanded the company's compliance monitoring efforts using AuditBoard, **reducing compliance breaches by 28% and boosting audit tracking efficiency by 63%**
- Integrated SAS Analytics with existing accounting systems to boost financial reporting accuracy, witnessing a 46% reduction in errors
- Monitored expense and revenue data using QuickBooks and Bloomberg Tax, reducing monthly budget variance discrepancies by \$8,062

SKILLS

- Vertex
- QuickBooks
- SAP ERP
- Microsoft Excel
- Bloomberg Tax
- DocuSign
- SAS Analytics
- AuditBoard
- Microsoft Dynamics CRM
- Avalara Returns

EDUCATION

Bachelor of Science Accountancy

University of Illinois
Urbana-Champaign

2009 - 2013

Urbana, IL