

# Raul Leonel Gracia

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## SUMMARY

CPA Candidate with a well rounded background in accounting, finance and business operations.

Experienced professional in small and midsize business accounting with a thorough understanding of GAAP and Statutory Accounting Principles.

## EXPERIENCE

### 2013 - Present **Citizens, Inc. - Sr. Accountant**

- Prepare system reports required for management, financial reporting and general ledger reconciliations.
- Prepare quarterly and annual regulatory filings, Statutory Statement pages and schedules.
- Maintain general ledger by transferring subsidiary accounts and prepare trial balance for 5 subsidiary companies.
- Assist in the preparation of the financial statements for all subsidiaries.
- Report and organize compliance filings for more than 120 regulatory agencies in 34 states throughout the year in a timely manner to meet deadlines.
- Oversee annual external audits and DOI examinations.
- Maintain internal accounting controls to comply with SOX.
- Streamlined financial reporting process by modifying and automating the reports.
- Provided training to other team members with reports, accounting procedures and software.

### 2010-2013 **RMM Online Advertising / LIN Digital - Accountant**

- Developed and enforce accounting controls for internal and external audits.
- Oversee daily and monthly gross profit reports and certain general ledger accounts on a timely basis.
- Oversee invoice upload and accounts receivable process generating 200+ invoices for 90+ Account Executives, monthly.
- Reconcile revenue from multiple reports and prepare monthly commissions report.
- Manage and prepare adjustment entries for month-end closing.
- Collaborate in internal and external audits.

### 2009-2013 **Prestige Bookkeeping - Bookkeeper and Income Tax Preparer (Part-time)**

- Set up small businesses with QuickBooks to keep track of daily transactions.
- Reconcile bank accounts, prepare financial reports and tax forms.
- Prepare delinquent and current Federal Income Tax Returns.

### 2008-2009 **De La Rosa & Co. CPA Firm - Accounting Assistant**

- Prepared sales tax data as well as individual and corporate income tax returns for clients in multiple industries.
- Worked extensively with QuickBooks organizing transactions for several clients and reconciling their bank accounts.
- Used ProSeries Tax software for corporate and individual tax returns.
- Implemented policies and procedures to ensure compliance with new tax rules.
- Assisted in multiple audits by the IRS for clients.

## EDUCATION

### 2010 **University of Texas at Brownsville**

- Bachelors of Business Administration in Accounting
- Accounting Intern - University of Texas at Brownsville, School of Education

### 2005 **Wyoming Technical Institute, WyoTech**

- Associates Degree in Applied Service Management w/ Automotive Technology

## SKILLS

- Advanced knowledge of MS Great Plains, MS Excel and Quickbooks for general ledger and statutory accounting.
- Proficient in Salesforce, ProSeries and TaxAct.
- Bilingual
- Notary Public