

**Staff Accountant**

**Account Analyst**

Boon Insurance (Contract) Austin, Texas Mar.2024-Jul2024

* Developed and implemented VBA-based solutions to optimize existing processes, resulting in efficiency within the AOS department
* Conducted analysis of existing processes and identified areas for improvement, leveraging VBA's capabilities to enhance data accuracy and reduce error

### Staff Accountant

CLEAResults, Austin, Texas Aug.2021-Jun.2023

* Edit, Create, Process JEs (Enter excel .xml “upload” files into Workday system)
* Analyze invoices record payments on large corporate accounts. Examine, Assess and Report discrepancies. Completed fixed Asset roll forward
* Create VBA Macros (Excel) to automate large Journal Entry creation and create reports efficiently with dashboards that show Points of Interest
* Reconcile Accounts Payable, AP Accruals, Other Current Assets, Deposits, and Prepaid Accounts. Month End Close. Year End Close
* Enter new inventory into the system, make adjustments and accruals for late entries Companywide memo from C-Suite included shout-out regarding my (Macro) Process automation
* Reconciled Inventory account, Including foreign currency translation
* Researched and analyzed accounting data in order to provide financial information to management
* Adjusted Intercompany transactions monthly
* Supported external audit team
* Maintained intangible asset Amortization Schedule
* Reconciled Credit Card and expense accounts. Notifying employees when necessary
* Managed Daily accounting transactions ensuring compliance with GAAP
* Monitored coding accuracy and adhere to internal controls
* Prepared monthly financial reports and internal Schedules to assist team activities

### Property Accountant

HT Group (Contract), Austin Texas . Feb.2021-Jun.2021

* Made General Ledger entries for multiple properties each month. (Seven Monthly
* Deadlines)
* Reconciled Operations ERP (Real Page) accounts to Managerial system (Microsoft GP). Reconciled the Cash Account to the Bank Account for all properties. (Three times a month)
* Analyzed, and completed Bank Reconciliation each month
* Worked with Property and Regional Managers on any issues that arise
* Supported accounts payable operations, including invoice entry, payment processing

### Staff Accountant Jan2020-Jan.2021

Wunderman Thompson, Austin Texas

* Reconciled General Ledger accounts monthly for Chicago based subsidiary
* Created invoices and Aged AR Accounts.
* Entered Invoices Received and Aged AP
* Completed General Account Maintenance for WPP (Parent Company)
* Adjusted Intercompany transactions monthly

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**Cohn Resnick (Internship)**

* Completed Partnership Tax returns

JOB EXPERIENCE

Areas of Practice

Public Accounting

Accounts Payable

Bank Reconciliation

Journal Entries

Accrual Accounting

Data Entry

Aging Reports

Variance Analysis

AP reconciliation

Other Current Assets Reconciliation

Deposit Reconciliation

Prepaid Account Reconciliation

Cash Account Reconciliations

**Industry Lines**

Accounting Firm

Insurance

Renewable Energy

Marketing

**Computer Applications**

Microsoft Excel

Microsoft Word

SQL

Tableau

DDS Donovan

Aura

Workday

Sage

Python

**Education/Qualifications**

BBA, Accounting - Texas State University

Masters in Accountancy – Texas State

CPA

Data Analytics Bootcamp - UT

Detail-oriented and results-driven accounting professional with a proven track record of enhancing efficiency, effectiveness, accuracy, and timeliness in financial operations. Adept at streamlining processes, ensuring consistency in financial reporting

SUMMARY

CPA / Data Analyst

**Bryan Miller**