

Daniel Chiu

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Experience

Senior Accountant

Feb. 2017 to Present

Southwest Key Programs – Austin, TX

- Responsible for payroll accounting over \$20M monthly expense
- Compiled yearly salary expense report for top management to present to funding source
- Reconciled balance sheet accounts for payroll tax and health benefits, resolved discrepancies between deductions and payments
- Automated manual review process before payroll run by customizing exception reports in ERP software, resulting in over 95% time reduction and 0% error rate
- Collaborated with department directors to complete audit requests
- Assisted A/P and A/R department with streamlining reconciliation processes by building comprehensive Excel models to fix discrepancies which resulted in tremendous time saving
- Managed timely submission of health benefits payments

Financial Accountant

Apr. 2014 to Feb. 2017

Southwest Key Programs – Austin, TX

- Reviewed financial statement with over \$30M monthly expense
- Managed and updated \$28M worth of fixed asset and calculated monthly depreciation
- Responsible for month-end and year-end expense accrual
- Budgeted spending for next fiscal year by analyzing historical expenses
- Streamlined bank reconciliation procedures with advanced usage of Excel which resulted in an increase of 90% efficiency as well as accuracy
- Developed procedures to reconcile credit card transactions on bank statement against the transactions processed in accounting system
- Implemented cloud-based accounting system to replace paper approval system which resulted in cutting down approval time and saving spaces
- Trained over a hundred staff on the use of paperless system and on inputting information in an accounting manner

Education

- **Bachelor of Business Administration in Finance**
Texas State University – San Marcos, TX

Dec. 2012

Skills

- Experienced with Enterprise Resource Planning (ERP) software – Microsoft Dynamics GP
- Proficient in Microsoft Word, Excel, and PowerPoint
- SQL
- General ledger accounting
- Account reconciliation expert