

Daniel Chiu

5708 W Parmer Ln APT 2202, Austin, TX 78727 | (512) 921-4843 | cycdaniel@gmail.com

Skills

- HTML/CSS/JavaScript
- jQuery
- Node.js
- Express
- My SQL
- Enterprise Resource Planning (ERP) software – Microsoft Dynamics GP
- Proficient in Microsoft Word, Excel, and PowerPoint

Experience

Senior Accountant

Feb. 2017 to Aug. 2019

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
- 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

Education

- **Web Developer Bootcamp** Nov. 2019
University of Texas at Austin
- **Bachelor of Business Administration in Finance** Dec. 2012
Texas State University – San Marcos, TX