

# Elisa Marchete

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## Experience



### Staff Accountant

Giesecke+Devrient

May 2022 - Aug 2022 (4 months)

- Managing intercompany process and resolving both domestic and foreign intercompany discrepancies
- Preparing journal entries, including accruals and expense recognition
- Budgeting, Forecasting and Cash-Flow
- Assisting with invoice billing
- Reconciling bank accounts, revenue, balance sheet and income accounts
- Tracking Intercompany accounts receivable and payable
- Preparing financial reports on a monthly basis using SAP
- Managing Concur SAP employee reimbursable expense
- Optimizing and improving business methods and practices



### INTERMEDIATE FINANCIAL ACCOUNTANT

Osler, Hoskin & Harcourt LLP

Mar 2022 - May 2022 (3 months)

- Preparing month-end accounting activities
- Performing balance sheet accounts reconciliation
- Managing Deposit accounts reconciliation
- Preparing journal entries
- Managing bank account reconciliation of operating and trust bank account
- Ensuring allocation of daily wire transfers
- Processing weekly payments through wire transfers



### General Accountant

Chapi Chapo Design Inc.

Apr 2019 - Jan 2022 (2 years 10 months)

- Performing day-to-day accounting activities, financial reporting, and month-end closing process
- Preparing daily and monthly entries in a timely and accurate manner ensuring financial integrity
- Maintaining corporate credit card transactions and employee expenses
- Responsible for accounts payable, client invoices, and accounts receivable
- Preparing reconciliation of accounts
- Updating budget variance analysis
- Providing analytical support to financial forecasts and operating plans
- Developing comprehensive accounting process flow documentation, and identifying opportunities for further enhancements
- Preparing other statistical, financial, and accounting reports using QuickBooks



## **Credit & Collection Representative**

Financial Debt Recovery Limited (FDR)

May 2018 - Nov 2018 (7 months)

- Handling outbound and inbound telephone calls on the daily basis
- Negotiating with consumers planning payments and follow up needs and maintenance of the system



## **Financial Treasury Analyst**

Robert Bosch Tool Corporation NA

Jul 2015 - Oct 2016 (1 year 4 months)

- Supporting team in daily and short-term forecasting involving internal and external cash flow activities and variance analysis
- Managing daily treasury operations including disbursements through the bank system
- Ensuring compliance with internal controls, and reporting to external auditors
- Providing analytical, forecasting, reporting, and project support to senior management support
- Creating monthly reports, including key metrics, financial results, and variance reporting using SAP
- Reconciliation of the bank accounts, managing daily cash flow projections



## **Accounts Receivable Analyst**

Robert Bosch Tool Corporation NA

Dec 2013 - Jun 2015 (1 year 7 months)

- Processing customer billings and verifying the accuracy, completeness, and timeliness of invoices
- Supporting sales representatives and new clients for any billing inquiries
- Maintaining ARR, billing, and accounts receivable accuracy across the internal systems
- Providing solutions to billing inquiries from customers and internal departments
- Providing insights and analytics on aged debts and ensuring clients remain informed on outstanding debt and deadlines
- Creating monthly reports, including key metrics, and financial results using SAP



## **Financial Assistant Co-op Controller**

Eaton

Feb 2012 - Nov 2013 (1 year 10 months)

- Generating daily sales and expenses reports
- Managing daily reports by email among managers and directors
- Maintaining paperwork and documentation signatures
- Developing process flow documentation, and identifying opportunities for further enhancements
- Preparing other statistical and financial reports using ERP ORACLE



## **Administrative Assistant**

InnoPortas e Janelas

Sep 2008 - Dec 2011 (3 years 4 months)

- Generating invoices
- Managing accounts receivable collection follow up
- Managing Accounts payable
- Maintenance of ERP information flow
- Maintenance paperwork and documentation signatures

- Supporting all daily office needs



### **Cashier**

Do Ré Mi Brinquedos

Oct 2004 - Aug 2008 (3 years 11 months)

- Handling cash and voucher transactions, assisting customers with locating products, and offering product knowledge

## **Education**



### **University of Toronto**

Uoft SCS Coding Boot Camp for Full Stack Web Development

Feb 2023 - Aug 2023



### **Faculdade Municipal Professor Franco Montoro**

Bachelor of Business Administration - BBA, Business

2010 - 2014

Four-years Business program, with two years Co-op.

## **Licenses & Certifications**



**Verified International Academic Qualifications** - World Education Services

## **Skills**

Process Improvement • Cost Accounting • Microsoft Excel • Microsoft Office • SAP ERP • Oracle • Adaptabilidade • Determinação • QuickBooks • Account Reconciliation