



## About me

**Experienced accountant with a strong background in financial management, ready to contribute to the success of your company.**

**Confortable with numbers, rigorous and precise, I am the profile you are looking for.**

**Enhance your project with streamlined and efficient accounting optimization !**

## Skills

- Accounting proficiency
- Knowledge of international standards
- Written and oral communication
- Use of accounting software
- Financial analysis
- Tax regulations
- Time management and organization
- Thorough understanding of auditing practices, principles, and GAAP standards

💡 **Passion for Innovation :** Always keeping an eye on the latest technologies, I continuously seek to integrate innovative solutions to enhance financial performance (with a particular passion for AI).

## Contact



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## Driving licence & Own car



Nationality : French

# Aurélien Henry GALMICHE

Finance Accountant | AP/AR • Financial Reporting • SAP |

Interested in AI & Process Optimization



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## Key facts - Career success

💼 Recordati : Takeover of a accounting system following the growing of the company. Accounting review and implementation of processes with a new point of view.

🔍 JET : supplier inconsistencies. After my accounting expertise, negotiation of a 90K CHF discount (obtained).

💡 EHPAD : Review of contracts with suppliers / qualitative and above all financial approach in coherence with the establishment

◆ Rapid learning of business interests: law, English, aeronautics, marketing, etc.

## Work experience

**2024**

Recordati AG - NonStop Consulting, Basel & Zug (CH)

**Financial Accountant**

**2022**

Jet Aviation AG - Carbon60, Basel (CH)

**Accounting Payable specialist & Billing specialist**

**2021**

EHPAD Jean Monnet, Village-Neuf (FR)

**Finance manager**

**2019**

CAPI Sécurité, Saint-Louis (FR)

**Accountant receivable & payable**

**2015**

Judicial officer, Saint-Louis & Ferrette (FR)

**Accountant and case manager**

**2010**

Galerie Lafayette, Belfort (FR)

**Treasury accountant & customer service**

## Education

- BTEC Higher national Diploma

**2007 – 2009 | Lyceum Georges Colomb**

- Management assistant - Accounting

- A level

**2005 – 2007 | Lyceum Georges Colomb**

- Management Sciences (focused on accounting & marketing)

## Language

French



English



German & Spanish : school level

## References

Available upon request (all employers)

- Thorough understanding of auditing practices, principles, and GAAP standards
- Advanced skills in Microsoft Excel and practical experience with SAP and Microsoft PowerPoint
- Familiarity with handling multi-currency transactions

# Aurélien Henry GALMICHE

## Actually      **Financial Accountant**

Recordati AG – NonStop Consulting, Basel & Zug (CH)

- Perform regular accounting and accounts payable functions related to invoices, month and quarter-end close, preparation of financial statements and supporting schedules.
- Validate and prepare vendor purchase orders in adherence with Company authorization limits
- Verify vendor invoices for goods and services on a timely basis, and respond to vendor queries
- Maintain, analyze and reconcile accounts payable ledger accounts, financial statements, and reports
- Bank reconciliation with different currencies
- Analytic accounting : reporting per Cost center, allocation
- Synertrade responsible : supplier registration
- Payment run execution

## **May 2023 –      Accounting Payable specialist** **Dec. 2023      Jet Aviation – Carbon60, Basel (CH)**

- Independent processing of the accounts payable workflow in SAP : PO and non Po invoices
- Reconciliation of vendor accounts
- Setting up payments on time
- Processing of advance payments
- Entering and maintaining supplier master data
- Responsible for processing travel and expense reports
- Assist with internal and external audits
- Checking and ensuring compliance with internal guidelines and legal requirements
- Various administrative tasks to support the operational business and the team

## **Nov. 2022 –      Jet Aviation – Carbon60, Basel (CH)** **May 2023      Billing specialist**

- Generate and distribute accurate and timely invoices to clients based on services rendered or products sold.
- Review billing data for accuracy and completeness, ensuring all relevant information is included.
- Process payments received from clients and apply them to the appropriate accounts.
- Investigate and resolve billing discrepancies or disputes in a timely and professional manner.
- Monitor accounts receivable aging reports and follow up on past due accounts to ensure timely payment.
- Collaborate with internal teams, including sales and account management, to address client billing inquiries.
- Maintain up-to-date billing records and documentation for audit purposes.
- Assist with month-end and year-end financial closing processes as needed.

## **Feb. 2021 –      EHPAD Jean Monnet – Village-Neuf (FR)** **Oct. 2022      Finance manager**

### Financial Planning and Analysis:

Develop and oversee the facility's annual budget in collaboration with department heads and senior management. Monitor financial performance against budget and provide regular reports and analysis to management. Identify areas for cost savings and revenue generation opportunities.

### Financial Reporting and Compliance:

Prepare monthly, quarterly, and annual financial statements in accordance with GAAP (Generally Accepted Accounting Principles). Ensure compliance with regulatory requirements and reporting deadlines. Coordinate external audits and assist with the implementation of audit recommendations.

### Financial Operations:

Supervise the accounting team and ensure timely and accurate processing of accounts payable, accounts receivable, and payroll. Review and approve financial transactions and journal entries. Collaborate with other departments to streamline financial processes and improve efficiency.

### Strategic Planning and Decision Support:

Provide financial insights and analysis to support strategic decision-making. Evaluate capital investment proposals and assess their impact on the facility's financial performance. Participate in long-term planning and strategic initiatives to enhance the facility's financial sustainability and growth.

# Aurélien Henry GALMICHE

**May 2019 – CAPI Sécurité – Saint-Louis (FR)**  
**Jan. 2021 Accounting Receivable & Payable specialist**

Accounts Payable:

- Receive and review invoices from vendors for accuracy and completeness.
- Code and input invoices into the accounting system.
- Process payments to vendors via check, wire transfer, or electronic payment methods.
- Reconcile vendor statements and resolve any discrepancies or issues.
- Maintain vendor records and ensure compliance with payment terms and agreements.
- Assist with month-end closing activities, including accruals and reconciliations.

Accounts Receivable:

- Generate and send out invoices to customers for products or services rendered.
- Monitor accounts receivable aging reports and follow up on overdue payments.
- Apply customer payments to outstanding invoices and reconcile customer accounts.
- Investigate and resolve billing discrepancies or disputes with customers.
- Prepare and review account reconciliations and aging schedules.
- Provide support for billing inquiries and assist with customer account inquiries.

**Nov. 2015 – Huissiers de justice – Saint-Louis & Ferrette (FR)**  
**May 2019 Accountant and case manager**

Accounting Management:

- Maintain accurate general ledger accounts for the firm.
- Record financial transactions accurately, including client fees, payments received, and firm expenses.
- Perform regular bank reconciliations to ensure accuracy of account balances.

Invoicing and Payment Tracking:

- Prepare and issue invoices to clients in accordance with fee schedules and contractual agreements.
- Track client payments and follow up on overdue payments as necessary.
- Collaborate with attorneys to resolve billing or payment issues.

Expense and Vendor Management:

- Record and pay vendor invoices in a timely manner.
- Track firm expenses and prepare regular reports on costs.

Financial Reporting:

- Prepare monthly and annual financial reports for firm management.
- Assist external auditors during periodic financial audits.

Regulatory Compliance:

- Ensure compliance with accounting standards and regulations applicable to law firms.
- Maintain accurate and up-to-date documentation to meet compliance requirements.

**Nov. 2010 – Galeries Lafayette – Belfort (FR)**  
**Nov. 2015 Treasury accountant**

- Monitor daily cash balances and ensure sufficient liquidity.
- Manage relationships with banks and financial institutions.
- Prepare cash flow forecasts and projections.
- Execute daily cash transactions and reconcile bank accounts.
- Assess and mitigate financial risks.
- Ensure compliance with internal controls and regulatory requirements.