Anna Sroka

1314 S. Pondside Dr.
Saratoga Springs, UT
84045
(801) 822-9853
annasroka10@gmail.com

Results-driven accountant with 15 years of experience in financial reporting, now transitioning into Data Analytics. Passionate about leveraging SQL, Power BI, and data visualization to drive business insights and optimize financial processes. Currently earning a Data Analytics Certificate, with hands-on experience in data engineering, reporting, and automation.

EXPERIENCE

Adobe, Lehi, UT — *Senior Accounts Receivable Staff Accountant*

JAN 2023 - PRESENT

- Automating repetitive tasks within accounts receivable, leveraging Excel (VLOOKUPs, pivot tables, macros) and SAP (AR/cash-posting/doc clearing) to enhance efficiency and reduce manual errors.
- Driving process improvement initiatives, identifying inefficiencies in reconciliation and journal entry workflows.
- Identifying and analyzing anomalies in complex datasets, proposing effective solutions, and ensuring resolution, driving continuous process improvement.
- Building and developing dynamic dashboards in Jira, Power BI, and Tableau to visualize key insights.
- Analyzing thousands of E-commerce transactions across over 30 different currencies, with multiple payment processors such as Braintree, Paypal, WorldPay, and PPRO. With a 99% success rate, I investigate the 0.1% of issues from the millions processed on a weekly basis – this still totals approximately seven thousand transactions per week.
- Supporting mergers & acquisitions (M&A) initiatives, integrating financial processes, and aligning AR operations with new business entities.
- Posting incoming customer payments across multiple currencies and payment methods, processing customer account adjustments, and issuing customer refunds and adjustments (write-offs, offsets).

Total Client Connect, Lehi, UT — *Accountant*

FEB 2022 - DEC 2022

- Created insightful reports to identify business trends and provide valuable decision-making support for business owners.
- Streamlined month-end reconciliation processes, automating journal entry preparation and variance analysis to improve efficiency and accuracy.
- Implemented process improvements in payroll and general ledger management, ensuring compliance and reducing errors.
- Analyzed business operations, trends, costs, revenues, financial commitments,

SKILLS

Data visualization:
Tableau, Power BI, Excel Advanced Charts, Seaborn & Matplotlib

Microsoft Office:
Advanced Excel (Pivot Tables, VLOOKUPs, Macros)

Programming languages: SQL, Python, R

Financial Systems:
SAP, QuickBooks, NetSuite

Other Tools:
Jira, Slack

LANGUAGES
Polish
English

and obligations to project future revenues and expenses and provide advice.

- Performed month-end ledger account reconciliations; investigated and resolved variances in ledger accounts.
- Collaborated with IT developers to design and optimize SQL scripts, enhancing payroll process efficiency. Prepared weekly payroll and posted journals to the general ledger.

Monzo Bank Ltd., Cardiff/London, UK — *Accounts Assistant*

FEB 2021 - AUG 2021

- Designed custom Excel macros for month-end reconciliations, improving efficiency and reducing discrepancies in general ledger accounts.
- Automated supplier invoice reconciliation using SQL and BigQuery to streamline data extraction and reduce discrepancies.
- Prepared month-end journals (accruals, prepayments, tax) for senior management's approval.
- Prepared weekly bank reconciliations for multiple bank accounts
- Prepared weekly payment runs for vendors in USD, GBP & EUR, ensuring invoices were approved according to policy and suppliers were paid on time.
- Implemented processes to ensure efficiency of the department – I became the NetSuite "guru" and made sure we were taking advantage of all its features.
- Bank postings using scripts.

New Adventure Travel Ltd., Cardiff, UK — *Accountant*

MAY 2017 - FEB 2021

- Implemented automated depreciation calculations for fixed asset accounting, improving accuracy and reducing manual effort. Produced monthly management accounts, managed general ledger accounts, and enhanced business efficiency through process improvements. Supported the Finance Director with cash flow forecasting and budgeting while handling financial reporting, reconciliations, and payroll support.

Roblins Chartered Accountants, Cardiff, UK — Trainee *Accountant*

JUN 2016 - APR 2017

- Automated financial reporting processes to reduce manual errors and improve budget preparation and balance sheet reconciliations. Developed Excel templates for VAT returns and payroll, assisted with bank reconciliations, and maintained the fixed asset register.

Celsa Manufacturing UK, Cardiff, UK — Senior Purchase Ledger Clerk

FEB 2015 - JUN 2016

- Implemented a purchase ledger automation tool, streamlining supplier payments and intercompany transactions while saving processing time. Improved supplier reconciliation, resolved purchase inquiries, and introduced an intercompany invoicing process that saved two hours per week.

HDM Tubes, Cardiff, UK — Accounts Administrator

JAN 2013 - FEB 2015

- Developed automated reconciliation templates for multi-currency transactions, enhancing financial reporting accuracy, and ensured compliance by passing two RBS audits. Managed accounts receivable, accounts payable, payroll for 30 employees, and intercompany recharges.

EDUCATION

Mountainland Technical College, Lehi, UT — *Program Certificate in Data Analytics*

AUG 2024 - PRESENT (Expected JUN 2025)

Comprehensive training in data analytics, automation, and business intelligence, focusing on SQL, Python, and data visualization to extract insights and improve decision-making. Key coursework includes Excel automation, dataset management, and dashboard creation, with a capstone project applying analytics in a real-world scenario.

Szczecin University, Poland — *Master's Degree in Mathematics*

2004 - 2006

Szczecin University, Poland — *Bachelor's Degree in Financial Mathematics with Computer Science*

2001 - 2004