

## Professional Summary

Results-driven and seasoned Accountant (AC09) with over 15 years of experience across diverse industries, including Not for Profit, Accounting Firms, School Boards, Finance, and Retail. Proven track record of delivering accurate financial insights, managing budgets, and ensuring compliance with regulatory requirements. Skilled in leveraging technology to streamline financial operations and drive business growth.

## Professional Experience

### Senior Accountant (AC09)

Inazuma.co | January 2018 - Present

#### Accountant

Greenwood School Board | June 2015 - December 2017

##### **Key Achievements:**

- Successfully managed a budget of \$10 million, achieving a 5% reduction in operational costs.
- Implemented Accpac for financial management, resulting in a 30% increase in reporting efficiency.

##### **Responsibilities:**

- Managed accounts payable, accounts receivable, and payroll.
- Prepared financial reports for the Board of Directors.

### Senior Accounting Clerk

Oakwood Accounting Firm | March 2012 - May 2015

##### **Key Achievements:**

- Assisted in the preparation of over 500 personal income tax returns, ensuring a 99% client satisfaction rate.
- Streamlined the tax preparation process using Cantax, reducing processing time by 25%.

##### **Responsibilities:**

- Prepared financial statements for clients.
- Conducted financial analysis for business planning purposes.

### Accounting Clerk

Sunrise Retail Inc. | January 2010 - February 2012

**Key Achievements:**

- Implemented Simply Accounting for inventory management, resulting in a 20% reduction in stock discrepancies.
- Assisted in the preparation of the company's first annual financial report.

**Responsibilities:**

- Managed daily cash transactions and reconciliations.
- Assisted in accounts payable and accounts receivable.

## Volunteer Accountant

Hope Charity | June 2008 - December 2009

**Key Achievements:**

- Prepared the charity's annual financial report, ensuring compliance with MCSS/MCYS reporting requirements.
- Assisted in the development of a budget that resulted in a 15% increase in donations.

**Responsibilities:**

- Managed the charity's financial records.
- Provided financial insights to the Board of Directors.

## Education

### Bachelor of Commerce in Accounting

University of Toronto | June 2008

## Technical Skills

**Accounting Software:**

- QuickBooks
- Microsoft Dynamics NAV
- Accpac
- Simply Accounting
- Microsoft Dynamics GP

**Taxation Tools:**

- Cantax
- Forms Master Gold
- Tax prep

**Payroll and HR:**

- Payment Payroll
- HRIS Quadrant Payroll

**Reporting and Compliance:**

- FX Reporting
- MCSS/MCYS Reporting
- MTCU Reporting
- LHIN Reporting
- MOE Reporting

**Microsoft Office:**

- Microsoft Excel