

Erica Johnstone

+1 (512) 699-7092

erica.johnstone10@gmail.com

PROFILE

I love number crunching, data wrangling, and the power of technology.

EDUCATION

B.B.A, Finance TEXAS STATE UNIVERSITY

AREAS OF FOCUS

Accounting & Finance Function

Accounts Payable & Expense Control

Acquisition, Restructure, & Sale

Audit Coordination

Balance Sheet Ownership

Banking & Cash Management

Budgeting & Forecasting

Clean-Up & Process Improvement

Contract Management & Review

Conversions & Implementations

Cost Containment/P&L Management

Fixed Assets & Capital Management

Flux & Trending Analysis

Month-End Close & Reconciliations

Procurement & Vendor Management

Revenue Recognition

Cross-Functional

Access & Tribal Knowledge Planning

Process & Procedure Documentation

System & Tool Selection

User Access & License Mgmt

WORK HISTORY

VOLUSION (June 2014 – September 2023)

E-Commerce Solutions

Accounting, Procurement, & AP (July 2022 – September 2023)

Accounting & Procurement (September 2018 – July 2022)

Senior Accountant (June 2014 – September 2018)

- Prepared Weekly Cash Forecast & Cash Report for management
- Managed Vendor Administration and Contract Renewals
- Strived to purchase with the best terms available and positive ROI
- Evaluated Contract language for financial and legal concerns
- Reviewed and processed invoices, routing for additional approval
- Owned the Fixed Asset, Capital Lease, and R&D cost processes
- Collaborated with IT for tracking and properly classifying Equipment
- Maintained 6-Day Close (pre-review) while owning Full Cycle Accounting
- Monthly P&L Review against Forecast with VP of Finance
- Budget/reviewed Department & Corporate Discretionary Spend
- Tracked key contracts and expenses with internal & external owners
- Managed expenses with "Audit-Ready" planning & accruing year-round
- Worked with the Data Team on identifying & reducing hosting costs
- Users & License approval, provisioning, and deactivation
- Completed multiple system changes & implementations

EPICOR (June 2008 – June 2014)

Formerly Activant, Retail & Distribution Software.

Senior Revenue Accountant (April 2009 – June 2014)

Senior General Ledger Accountant (June 2008 – March 2009)

- Developed org's first Close Schedule and BS Recons/Review Process
- Owned Various BS items like Cash, FAS, Intangibles, Prepaids, & Debt
- Analyzed Balance Sheet fluctuations, explaining unusual trends
- Analysis of P&L in respect to Budget Variance or unusual trending
- Managed Monthly Deferred Revenue and COS Processes
- Reviewed Contracts for RevRec issues and proper accounting treatment
- Ensured compliance when Revenue is tied to terms or Pmt & Recog diff
- Maintained VSOE for services, third-party software, and PCS
- Worked with Billing and Order Entry Teams in timing/resolving as needed
- Coordinated with FP&A and Professional Services Team for POC Recog
- Trained and supervised one temporary Staff Accountant
- Supported in drafting contracts that met company objectives & policies
- Participated providing or Receiving RevRec Best Practices Training
- Point person for internal and external audits
- Acted as a key team member in planning/executing 2012 Acquisition

Systems Proficiency

Asset Edge, Avalara, TaxBandits
ApprovalMax, Bill, Gusto, MineralTree
G2 Track, SAP Concur
Emburse, Mesh, Ramp, & Teampay
Odoo, Oracle, Quickbooks
Sage Intacct, Xero

Tool Experience

IPassword, Atlassian
AWS, GCP
Google Suite, Microsoft
Intercom, Notion, Slack
Authorize.net, Paypal, Stripe

System Familiarity

Airbase, Divvy, Expensify
Floqast, FlowRev, Procurify
Rippling, Vendr, Zip

Abbreviations Key

A/P: Accounts Payable
A/R: Accounts Receivable
BS: Balance Sheet (I promise)
C&CE: Cash & Cash Equivalents
COS: Cost of Sales
CTA: Cumulative Translation Adjustment
FAS: Fixed Assets
FP&A: Financial Planning & Analysis
FX: Foreign Exchange
GAAP: Generally Accepted Acct Principles
IT: Information Technology
P&L: Profit and Loss (Income Stmt)
PCS: Post-Contract Support
Pmt: Payment
POC: Percentage-of-Completion
ROI: Return on Investment
R&D: Research & Development
Recog: Recognition
RevRec: Revenue Recognition
SOX: Sarbanes-Oxley (Internal Controls)
VSOE: Vendor Specific Objective Evidence

VIGNETTE (August 2005 – June 2008)

Software Solutions for Next-Gen Web Initiatives.

Senior General Ledger Accountant (March 2007 – June 2008)
General Ledger Accountant (August 2005 – February 2007)

- Reconciled Bank & Investment accounts (total > \$150 Mil USD)
- Recorded & Classified C&CE, Interest, (Un)Realized Gains/Losses
- Applied GAAP and/or Company Policy to Fixed, Capital, and Prepaid Assets
- Ensured proper backup for all journal entries and BS Account Reconciliations
- Reviewed, Approved, and Posted entries for those without journal privileges
- Performed Global Intercompany cross-charge process with <\$5 variance
- Populated Exchange Rates, Allocations and did integrity checks
- Balanced FX movements through Global CTA analysis
- Participated in the Consolidation of Regional & Global Financials
- Sustained a 4-Day-Close with minimal reconciling or adjusting items
- Assisted management coordinating and overseeing the close process
- Built relationships with regional finance teams and other departments
- Trained and Supervised one Accounting Contractor
- Updated General Ledger specific Key Controls in SOX documentation
- Coordinated Audits Requests, providing explanations or added backup

EZCORP (March 2002 – July 2005)

Corporate Office of EZPawn/EZMoney

Cash Accountant (December 2003 – July 2005)
Payday Loan Accountant (January 2003 – November 2003)
Payday Loan Accounting Associate (March 2002 – December 2002)

- Reconciled A/R and reported daily Loan Activity required by the bank
- Trained and Supervised Staff Accountant to assist in A/R process
- Ensured appropriate funding to support daily operations of individual stores
- Communicated with store Managers to resolve any cash issues
- Reviewed bank accounts for check fraud
- Addressed operational issues with Collections, Loss Prevention, and Audit
- Posted corporate deposits and maintained bank signature authority
- Performed Month-End Bank Reconciliations and posted Adjusting Entries
- Assisted with other accounting projects for catch-up and resolution needs
- Participated in software conversion from on-premise to cloud

OTHER NOTABLE THINGS

- 2020 Volusion Values Award for "Adaptable: Willing to fill any role any time"
- 2021 "VIP of Effective" for all Volusion by peer Values Recognition process
- CEO & Engineering Recognition for 2021 PCI Audit Contributions
- Recognized by Epicor Tax Director in reducing penalties in Tax Audit

References Available Upon Request