

Austin Graves



Accountant

## ABOUT ME

Dedicated Accounting Manager with 10 years of experience in payroll administration, corporate accounting, risk and budget analysis, and human resources. Experience also includes extensive work in accounts payable, accounts receivable, collections, financial reporting, and auditing.

## EDUCATION

**LAKESIDE SECONDARY SCHOOL**  
Valedictorian, Batch 2015

**SUMMERVILLE UNIVERSITY**  
Associate's Degree in Accounting-2019

## AWARDS

**NEW ACCOUNTANT OF THE YEAR**  
New York Accountancy Awards-2017

**ACCOUNTANT OF THE YEAR**  
New York Accountancy Awards-2018

**TAX TEAM LEAD OF THE YEAR**  
New York Accountancy Awards-2018

## CONTACT

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## EXPERIENCE

**SEED INTELLIGENCE - NEW YORK, NY**  
Accountant Assistant, JAN 2017- AUG 2018

- Worked with spreadsheets, sales and purchase ledgers and journals.
- Prepared statutory accounts.
- Calculated and checked to make sure payments, amounts and records are correct.

**GLOBEWORKS - BROOKLYN, NY**  
Accountant Manager, DEC 2018- Present

- Performed periodic budgeting/modeling to project monthly cash requirements.
- Prepared financial and regulatory reports required by laws and regulations for the addition and opening of offices in New Jersey and Illinois.
- Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.