



OLIVIA CAMPBELL

Accounting Manager

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412 SW 1 St Gainesville, FL 32601, USA



Results-oriented accounting manager with extensive experience at optimizing organizational efficiency. Currently, I work with a behavioral health facility and worked with a large best-in-class customer services company supporting the aerospace industry. Proven ability to lead team members through substantial change, while bringing about desired financial results.

Experience

Accounting Manager

Cordaroy's Wholesale Inc

June 2016 - June 2018

Gainesville, FL

- Prepared annual, quarterly, state and local tax returns for the company
- Processed balance sheets, income statements, and other financial statements;
- Handled all accounts payable activities and processed timely payments;
- Generated P&L and other various financial statements and reports to detail the company's finances;
- Processed bank reconciliations and end-of-month statements for discrepancies;
- Processed payroll, electronic deposits, and employee pay adjustments;
- Recorded employee expenditures and dispersed said reimbursements accordingly;
- Prepared monthly commission reports of sales representatives and dispersed payments;

Accounting Intern

Alpina Frederique Constant

February 2016 - June 2016

Deerfield Beach, FL

- Applied retailers' payments and processed them into the system;
- Managed the rewards and cash incentive account, which led to increased on-time payments from retailers;
- Maintained customer relations by assisting retailers with concerns over invoices, payment collections, etc.
- Issued credit notes and applied them to the system;

Skills

General

- Customer Orientation / Relations
- Budget and Forecast Preparation
- Relationship and Team Building
- Financial System Implementation
- Payroll System Implementation
- Project Leadership
- Training and Mentoring
- Financial Statement Prep/Analysis
- Fiscal and Management Reporting
- Strong Internal Control

Technical

Extensive experience with Netsmart Electronic Medical Record System, Syteline Enterprise Resource Planning System, Peachtree, and Quickbooks software applications.

Accounting Licenses

Certified Public Accountant (CPA)

WV004112

Expires: July 2020

State: FL

Education

B.S. in Accounting

Florida Atlantic University - Boca Raton, FL

December 2015