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# Rebecca Capirchio, CPA

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## PROFESSIONAL SUMMARY

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Financial accountant with nine years of experience maintaining financial records and performing financial analysis. Proven track record of developing strong relationships and delivering accurate reporting. Accomplish tasks within strict deadlines while prioritizing urgent needs and adapting to change.

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## SKILLS

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- Data collection and analysis
- Building Relationships
- Creating Efficiencies
- Financial Reporting
- Financial Systems
- Internal Control Management
- SAP
- Excel
- Tableau
- BOA
- Certified Public Accountant (CPA)

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## WORK HISTORY

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**Financial Accounting Analyst - Financial Reporting**, 08/2017 to Current

**The Walt Disney Company** – Bristol, CT

- Entering financial data into SAP and completing monthly and quarterly reporting
- Working with ESPN G&A cost center contacts to maintain accurate accounting records and explain variances to forecasts
- Preparing Account Reconciliations
- Overseeing compliance with internal controls by running Monthly AP Sox reports and performing internal controls testing
- Completing Quarterly Corporate schedules for ESPN and ABC Sports
- Working with PWC on audit requests

**Leader of the Volunteering and Teambuilding Committee**, 6/2017 to Present

- Organize quarterly volunteer and teambuilding events for the Controllers department.

**Senior Accounting Analyst - Digital Media, 10/2015 to 08/2017**

**The Walt Disney Company – Bristol, CT**

- Transitioned and took over the digital billing for ABC, Fusion, and Watch Disney
- Prepared Month End Close Entries and Reports for ABC, Fusion, and Watch Disney
- Improved internal controls to meet audit requirements
- Prepared reconciliations
- Provided monthly reporting to sales and finance
- Designed the customer set up process for ABC
- Worked closely with Sales Teams, Credit, and Collections teams to improve efficiencies
- Suggested and tested new system updates
- Managed Deferred Revenue
- Coordinated with sales to manage Tracking allocations of multi-entity deals
- Managed the AR system transition of Watch Disney billing
- Worked with SAP, NCS, RPMA, and Tableau for reporting

**Senior Accounting Analyst - Radio, 04/2014 to 10/2015**

**ESPN Inc – Bristol, CT**

- Performed Radio Disney and ESPN Radio Billing
- Trained coworkers on billing systems
- Worked closely with Sales Teams, Credit, and Collections teams to meet customers' needs
- Prepared Account Reconciliations
- Worked closely with IT to transition billing systems for ESPN radio
- Analysis for management as requested
- Month End Close Activities
- Worked with SAP for reporting
- Performed Daily Log Actualizations

**Accountant**, 11/2012 to 04/2014

**Wadsworth Atheneum Museum of Art** – Harford, CT

- Recorded Accounts Receivable and Cash Receipts
- Auxillary Deposits and Journal Entries
- Worked with other departments to reconcile Gift Certificates, Deferred Revenue, Invoicing Memberships, and Theater revenue
- Check Deposits
- Updating Cash Flow
- Month End Journal Entries
- Reported Grants and Gifts to the Development department, and entered into the GL
- Prepared financial statements
- Prepared spreadsheets for projections and budgeting analysis

**Accounts Receivable/ Billing/Software Testing**, 08/2010 to 11/2012

**Paywire Incorporated** – Hartford, CT

- Performed accounts receivable functions including creating invoices, credit card and ACH billing, recording payments, depositing checks, maintaining customer accounts
- Monitored and collected any overdue accounts
- Processed merchant applications and set up merchant accounts
- Provided customer service to resolve customer issues
- Registered domains and set up web hosting accounts
- Set up online advertising to increase sales
- Tested and documented software developed by the company

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## EDUCATION

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**Masters of Science:** Accounting and Finance, 2017

**Southern New Hampshire University** - Manchester, NH

**Bachelor of Science:** Business Administration, Accounting

**Central Connecticut State University** - New Britain, CT