**Anjelique R. Curtis**

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Katy, TX

**Career Highlights:**

* Achieved a 100% consistent record in rendering consolidated weekly tending- analysis report
* Analyzed company’s billing accounts saved company over one million dollars in unpassed through expenses and overage in billing expenses
* Assisted in streamlining controls and implementation of strong internal controls
* Reduced monthly Account payable discrepancies
* Improved procedures, policies and controls related to business support functions
* Developed formulated Excel spreadsheets for quicker & easier financial analysis and
* Reconciled, Managed, and Reported Monthly Non-Operating Transactions Account for Latin America
* Assisted in creating a process that reduced non-productive time from 8 hours to 4 with a process improvement recommendation

control

improvement recommendation

**Summary of Skills:**

* Procurement to Pay audits
* Global and local business process audits
* Perform internal audit testing
* Accounting Audits (AP, AP, IFRS compliance, Fixed asset audits)
* Account Reconciliations
* Payroll – Compensation Analysis
* Cost Allocation Analysis
* Data Analytics
* Department and Company Procedure compliance audit testing
* Perform follow up audits to validate implementation of effective internal control environment
* Assist business partners in the closure of pending/outstanding audit issues
* Perform Global & Local Annual Risk Assessments
* Financial Statement Variance Analysis
* Multi-Location Accounting
* Lawson, ADP, Oracle, Excel, Oracle Fusion, Hyperion (HFM), SAP, TeamMate & ACL

**Professional Experience:**

**SABIC Innovative Plastics –** Houston, TX 2017- Present

*Staff Auditor*

* Perform Global and local Procurement, Finance, Treasury, Fixed Assets, Manufacturing and Joint Venture audits
* Perform audit testing and sampling to validate internal controls
* Document audit testing steps performed and issues found in TeamMate
* Participate in key business management meetings
* Perform follow up audits for past due open business issues
* Perform data analytics with ACL
* Perform Global Risk Assessments
* Assist audit team leads writing audit programs and execution of department global initiatives
* Focal point for business client audit inquiries and closure of pending audit findings
* Assist business departments mitigate internal risk through the creation of procedural documentation and implementation of improved internal controls.

**Schlumberger** – Houston, TX 2015-2016

*Management Accountant*

* Reported to three Controllers in Latin America
* Balance Sheet Account Preparations, Reconciliations, for Controller reviews
* P&L variance analysis including review of detailed revenue and cost transactions
* Control and preparation of General Ledger entries including Prepaid, Accruals, Allocations, etc.
* Control over systems posting and reporting
* Ad Hoc reporting, analysis, and projects as required
* Assist in the formulation of budgetary and accounting policies
* Provided Assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
* Transactional tracking with foreign currencies
* Financial Statement Preparation and review
* Reconciliation for all Non-Operating Transactions for Latin America
* Manage and Report Six Business Segments in Latin America

**Jack Henry & Associates** – Houston, TX 2013-2015

*Financial Analyst*

* Reconciled all settlement accounts on a daily basis.
* Balanced bank statements daily, resolved any returns, and out of balance conditions
* Researched and resolved issues causing out of balance conditions.
* Prepared financial analyses for various projects, including business plans that support new and expanded services
* Reported monthly spreadsheets and analysis to reporting manager
* Helped train and provide guidance to new Analysts and Accounting Team New Hires
* Made Recommendations to changes in methods or procedures to improve process efficiency
* Reviewed legal agreements and sets up recurring templates. Updates renewal pricing and pricing associated with product additions
* Proofed and audits monthly invoicing
* Worked with Networks and internal departments to resolve adjustment/chargeback related issues
* Completed monthly adjustment billing spreadsheet per department procedure
* Maintained records, filings and supporting documents

**Group One Automotive** – Houston, TX 2012-2013

*Accountant*

* Prepared spreadsheets, graphics, and word documents as required for tracking, reporting, analysis, documentation and presentations
* Provided support for the various Operations Controllers/Finance Managers during the Budget/Forecast(s) exercise for assigned cost centers.
* Prepared monthly account reconciliations and metrics
* Maintained Accounts Receivable, Accounts, Payable, Sale, and Cost Accounts
* Prepared, examined, and analyzed accounting records and financial statements assess accuracy, completeness, and conformance to reporting and procedural standards
* Accounting functions include - Payroll/Vehicle/Cost center allocations; the preparation of variance analysis & explanations for accounting and operations
* Processed daily loan payments and loan requests for four car dealerships in the Houston

Market

* Work experience in a SOX controls and reporting environment as well assisted in the internal and external audits
* Reviewed, investigated, and corrected errors and inconsistencies in financial entries, documents, and reports

**Education:**

**Certified Internal Auditor –** Pending Part 1 & 2 Exam, September 2020

**University of Phoenix** – Houston, TX

*Bachelors of Finance*, 12/2013