**Summary of Qualifications**

* Strong analytical and organizational skills with the capability to multi-task to meet deadlines.
* Ability to work independently while being proactive and task oriented.
* Strong communication skills with the ability to communicate with all levels.

**Education**

* **Master in Business Administration** - 2017

*Western Governors University – Salt Lake City, Utah*

* **Bachelor of Business Administration in Accounting** - 2013

*Texas State University - San Marcos, Texas*

**Experience**

**Aerospace Medical Technician Supervisor** 03/2004 - Present

*United States Air Force Reserves, San Antonio, Texas*

* Training Supervisor, providing leadership and support airmen.
* Provides patient care of beneficiaries to include flying and special operational duty personnel.
* Performs paraprofessional portions of preventative health assessments and physicals.

**Accountant** 04/2018 – 8/2019

*City of Austin - Development Services Department, Austin, Texas*

* Prepared daily cash receipts and online payments by overseeing accurate and timely posting of general ledger accounts in an average daily amount of over $100k in cash, check and credit payments.
* Daily and monthly account reconciliation; resolved account discrepancies by reconciling bank transactions and investigating supporting documentation.
* Internal and external problem solving for customers, auditors, and staff in resolving routine billing, invoicing, and financial inquiries.
* Researched customer dispute and chargebacks and notified customers of insufficient payments and processed refunds.
* Recorded monthly fund department unit (FDU) waivers and adjustment entries and monthly escrow distribution journal entry by exporting and interpreting data from Microstrategy.
* Revamped the cash receipt process of recording revenue and reduced month-end close by 30%.

**Enterprise Risk Management Analyst**

*Gentech Associates, Austin, Texas* 06/2017 – 4/2018

* Engaged business units and support functions leaders to complete annual risk assessment.
* Documented and maintain policies, standard operating procedures, and internal controls.
* Promoted overall awareness of the enterprise risk management (ERM) functions, benefits, role and responsibilities.
* Facilitated discussions within business units to identify, track risks updated management.

**Accountant** 04/2015 – 5/2017

*HCA - St. David's Healthcare, Austin, Texas*

* Performed monthly vendor invoicing and accumulated sales and purchase information from all St. David’s Partnership facilities to calculate sales tax due.
* Prepared required intercompany journal entries for balance sheet and income statement accounts including amortizations and accruals.
* Prepared daily operating reports and supporting schedules sent to the Controller and personnel.
* Analyzed budget variances monthly and prepared analysis summarizing explanations.
* Maintained detailed general ledger reconciliations and processed adjustments in the appropriate accounting period.
* Researched and answered questions about financial data from management about their respective departments in a timely manner.
* Maintained assigned subsidiary records to support general ledger control account balances and prepare reconciliations for all balance sheet accounts assigned on a monthly basis.
* Reconciled asset and liability accounts to ensure accurately balanced.
* Assisted in preparing audit, cost reports, and SOX controls.

**Tax Associate**

*Scalco Johnson Leahy Dudek, CPAs, Austin, Texas*   1/2014 – 4/2015

* Prepared federal and state tax returns for small businesses, partnerships, and individual.
* Researched tax questions; offered suggestions for tax planning and study tax laws for potential tax savings.
* Analyzed client’s month to month transactions and review journal entries in QuickBooks online.

**Software Skills**

* Microsoft Office Excel: Pivot Tables, Vlookups, If formulas, Match, Flash, Conditional Formatting, Sorting; QuickBooks , Concur, AIMs-Advantage, NetSuite, Salesforce.