

SARA SEOANE-GARCIA

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www.linkedin.com/in/sara-seoane-garcia

Key skills

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| <ul style="list-style-type: none">• 6+ years experience in an accounting position• Experience with accounting software and ability to learn new software quickly• Excellent written and verbal communication skills in English and Spanish. | <ul style="list-style-type: none">• Able to meet targets and deadlines.• Thoughtful and analytical enough to identify errors and issues early so that problems may be avoided.• Ability to quickly learn new procedures and processes to | <ul style="list-style-type: none">become a subject-matter expert.• Extremely conscientious and cooperative, taking a meticulous approach to work.• Reliable and confident team player, supportive of colleagues. |
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Professional experience

AP/AR ACCOUNTING CLERK | Beckhoff Automation Ltd. | Feb 2021 - present

Being an accounting clerk at Beckhoff allows me to equally divide my time between AP and AR. Within AP, I am responsible for invoice and PO reconciliation, employee expense processing and issuing payments to our vendors (cheques, wires, etc.). As for the AR portion, I am solely in charge of customer collections, new account creation, verifying credit references, issuing customer invoices, processing returns and any other ad-hoc task that are required to ensure the smooth running of the business.

Additionally, I take care of the bank reconciliation, corporate card reconciliation, tracking of taxable benefits for employees and preparation of financial reports both for month-end and year-end processes.

ACCOUNTING CLERK | Moldco Inc. | Sep 2020 – Jan 2021

My main responsibility at this position was handling the AP which included matching invoices, posting, and responding to inquiries on payments and of course issuing cheques and wire payments. I also ran required reports including weekly sales, cash flow and bank reconciliation.

One of my other duties was invoicing customer orders, always ensuring that our products were priced accurately. The other one was preparing the bi-weekly payroll for both permanent and temporary staff, salaried or hourly contracted.

ACCOUNTING CLERK | Frank's Maintenance Products Inc | Mar 2020 – Sep 2020

My position as Accounting Clerk has allowed to take charge of Accounts Receivable ensuring all customer accounts are current, invoicing, issuing statements, making collections calls when necessary, responding to customer inquiries and processing payments. During my time at Frank's I have managed to reduce the aged receivables from \$190k to \$92k.

I have also been able to assist the Accounting Manager in Accounts Payable tasks such as receiving in new stock and entering invoices in the system, reconciling, and distributing payments to multiple vendors and processing supplier rebates.

ACCOUNTS ASSISTANT | Turtle Bay Restaurants Limited | Apr 2018 – Nov 2019

In this role I have had the opportunity to work in several areas of the Finance Department such as sales and purchase ledgers, financial reporting, management accounts and expenditure control. I was in charge of producing weekly sales, profit and expenses reports that were distributed to the owner, CFO and Operations team.

SENIOR BILLING SPECIALIST | West Unified Communications Services | Dec 2017 – Apr 2018

After demonstrating competency in my previous position, I was promoted to this senior role which, alongside my previous responsibilities, involved being solely responsible for billing, auditing, and reporting the streaming/webcasting side of the business. I liaised with our sales team on a daily basis to offer my support and knowledge before a new contract or quote is delivered to one of our customers. This position also allowed me to work

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more closely with senior managers and directors of the company, frequently requiring me to deliver financial reports and projections to them directly. Additionally, after we delegated a portion of our work to our team in India, I was given the responsibility to train them and remain their main point of contact/support.

BILLING SPECIALIST | West Unified Communications Services | Mar 2016 – Dec 2017

Initially, this role involved general administrative duties such as database upkeep, processing payments, issuing credit notes and replacement invoices after investigating and correcting any billing errors. Additionally, I was responsible for responding to customer's queries both via email and phone, giving me the opportunity to build a good rapport with key stakeholders. Shortly after joining the team I effectively became a stand-in team lead when supervisors were absent thanks to my innate ability to manage people and delegate effectively. On several occasions, I was entrusted to welcome, train, and monitor new joiners to the team, allowing me to further develop my multitasking and mentoring skills. My responsibilities rapidly grew to include processing customer contracts, assisting with monthly revenue reporting and projections, and liaising directly with international customers to negotiate bespoke billing methods.

Education and training

ADVANCED DIPLOMA IN ACCOUNTING

The Association of Accounting Technicians, United Kingdom | 2019

BACHELOR'S DEGREE IN ENGLISH LANGUAGE AND LITERATURE

Universidad de A Coruña, Spain | 2013

Erasmus scholarship to study English and German language and literature

Eberhard Karls Universität Tübingen, Germany | 2012