

Olivia Miller, Accounting Assistant

1515 Pacific Ave, Los Angeles, CA 90291, United States, (541) 754-3010,
email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Twitter](#), [Linkedin](#)

PROFILE

An experienced accounting assistant with advanced Excel skills and extensive knowledge of tax regulations global accepted accounting practices. Detail orientated and efficient with a proven track record of compiling error-free journals and financial reports. Competent is accounting automation software such as Quickbooks, Accpac, and Sage.

EMPLOYMENT HISTORY

Jan 2019 – Present **Accounting Assistant III, Fischer & Price Auditors** Indian Trail

Developed a cross-check functionality in excel to pick up on any human errors relating to manual data entry resulting in marginal error rates decreasing from 25% to only 3%.

- Complete complex calculations and reconcile problematic accounts
- Process group accounts and draft group statements by reconciling departmental income statements, balance sheets, management accounts, and cash flow reports
- Oversee and approve payments, wire transfers and intercompany transfers to international subsidiaries
- Compile budgets and forecasts for headquarters reports
- Facilitate and coordinate the filing process for quarterly and annual taxation submissions
- Establish internal controls for the preparation of monthly statements such as cash flow, cash disbursements, and income and expenses
- Compare projected budgeting reports with actual monthly income and expenses statements
- Responsible for all payruns and transfer of salaries, commission, and reimbursements to staff members

Jan 2018 – Dec 2018 **Accounting Assistant II, Mica Hardware Group** Des Moines

Implemented financial controls to successfully scale company growth from 5million to 15 million per year in revenue by syncing all departmental reports in real time, resulting in a 100% clean audit rating achieved for two consecutive years.

- Reconcile complex intercompany accounts
 - Process accounts payable and accounts receivable transactions and reconcile them
 - Re-check all account reconciliations before drafting the income statement, balance sheet, and cash flow reports
 - Review, code and verify transaction reports and journal entries
 - Process accounts payable and accounts receivable transactions
 - Calculate credit, debit and cashflow totals for client accounts on Excel
 - Deposit cash and prepare documents for international wire transfers and check payments
 - Complete administrative duties related to tax returns, 401k benefit statements
 - Conduct payroll administration for all employees in terms of pay rates, social security numbers, and bank account information
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EDUCATION

Jun 2014 – Jun 2016 **Oloma University, Associate’s Degree in Accounting Sciences** Bloomfield
 GPA: 3.8
 Majors: Principles of Accounting, Payroll Accounting
 Minors: Financial Document Processing, Computer Applications, Individual Tax Accounting
 Accolades: Deans Honors List

May 2013 – Jun 2013 **Merrick Business School, Accounting Assistant Trade School** Baltimore

Jan 2010 – Dec 2012 **Florida Keys High School, GED High School Diploma** Miami
 Awards: Member of the Golden Key Academic Society, 2010 - 2012
 Leadership: Tuckshop Treasurer, 2012

SKILLS	Finance	Experienced	Bookkeeping	Experienced
	Journals	Experienced	Trial Balance	Experienced
	MS Excel	Experienced	Sage	Experienced
	Accpac	Experienced	QuickBooks	Experienced
	Balance Sheets	Skillful	Income Statements	Skillful
	Tax Submissions	Skillful	SQL	Novice
	Visual Basic	Novice	Internal Auditing	Novice
	Variance Analysis	Novice		

INTERNSHIPS

Jan 2016 – Jun 2018 **Junior Accounts Assistant, Exclusive Books** Merriman
Internship during summer holidays.

- Code, categorize and allocate all payments and collections
- Track and trace discrepancies profit and loss accounts and traced profits and losses for the business on a day to day basis
- Responsible for updating prices of products on the inventory system

COURSES

May 2019 – Jun 2019 **Certified Accountant, Certified Accountants (ACCA), Tampa, Florida**

Jan 2015 – Jul 2015 **Accredited Member, Member of the American Accounting Association (AAA), Lakewood Florida**

HOBBIES Dancing, Tennis, Art

LANGUAGES English Highly proficient Russian Very good command