

# OLIVIA MILLER

ACCOUNTING ASSISTANT

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA  
90291, United States

### PHONE

(541) 754-3010

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Twitter](#)

[Linkedin](#)

## SKILLS

Finance

● ● ● ● ○

Bookkeeping

● ● ● ● ○

Journals

● ● ● ● ○

Trial Balance

● ● ● ● ○

MS Excel

● ● ● ● ○

Sage

● ● ● ● ○

Accpac

● ● ● ● ○

QuickBooks

● ● ● ● ○

Balance Sheets

● ● ● ○ ○

## 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

### Accounting Assistant III, Fischer & Price Auditors

Indian Trail

Jan 2019 – Present

*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

### Accounting Assistant II, Mica Hardware Group

Des Moines

Jan 2018 – Dec 2018

*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

Income Statements

● ● ● ○ ○

Tax Submissions

● ● ● ○ ○

SQL

● ○ ○ ○ ○

Visual Basic

● ○ ○ ○ ○

Internal Auditing

● ○ ○ ○ ○

Variance Analysis

● ○ ○ ○ ○

## HOBBIES

---

Dancing, Tennis, Art

## LANGUAGES

---

English

● ● ● ● ○

Russian

● ● ● ○ ○

- Conduct payroll administration for all employees in terms of pay rates, social security numbers, and bank account information

## EDUCATION

---

### Oloma University, Associate's Degree in Accounting Sciences

Bloomfield

Jun 2014 – Jun 2016

GPA: 3.8

Majors: Principles of Accounting, Payroll Accounting

Minors: Financial Document Processing, Computer Applications, Individual Tax Accounting

Accolades: Deans Honors List

### Merrick Business School, Accounting Assistant Trade School

Baltimore

May 2013 – Jun 2013

### Florida Keys High School, GED High School Diploma

Miami

Jan 2010 – Dec 2012

Awards: Member of the Golden Key Academic Society, 2010 - 2012

Leadership: Tuckshop Treasurer, 2012

## INTERNSHIPS

---

### Junior Accounts Assistant, Exclusive Books

Merriman

Jan 2016 – Jun 2018

*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

---

### Certified Accountant, Certified Accountants (ACCA), Tampa, Florida

May 2019 – Jun 2019

### Accredited Member, Member of the American Accounting Association (AAA), Lakewood Florida

Jan 2015 – Jul 2015