

# Olivia Miller

## Accounting Assistant



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NATIONALITY	American	DRIVING LICENSE	Full
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## 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

INDIAN TRAIL

### Accounting Assistant III

Fischer & Price Auditors

*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

DES MOINE

### Accounting Assistant II

Mica Hardware Group

*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

## Education

Jun 2014 – Jun 2016

BLOOMFIELD

### Oloma University

Associate's Degree in Accounting Sciences

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

BALTIMORE

### Merrick Business School

Accounting Assistant Trade School

Jan 2010 – Dec 2012

MIAMI

### Florida Keys High School

GED High School Diploma

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

Leadership: Tuckshop Treasurer, 2012

## Skills

Finance	● ● ● ● ●	Bookkeeping	● ● ● ● ●
Journals	● ● ● ● ●	Trial Balance	● ● ● ● ●
MS Excel	● ● ● ● ●	Sage	● ● ● ● ●
Accpac	● ● ● ● ●	QuickBooks	● ● ● ● ●
Balance Sheets	● ● ● ● ●	Income Statements	● ● ● ● ●
Tax Submissions	● ● ● ● ●	SQL	● ● ● ● ●

Visual Basic



Internal Auditing



Variance Analysis



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## Internships

Jan 2016 – Jun 2018

MERRIMAN

### Junior Accounts Assistant

#### Exclusive Books

*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

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## Courses

May 2019 – Jun 2019

CERTIFIED ACCOUNTANTS (ACCA),  
TAMPA, FLORIDA

### Certified Accountant

Jan 2015 – Jul 2015

MEMBER OF THE AMERICAN  
ACCOUNTING ASSOCIATION (AAA),  
LAKEWOOD FLORIDA

### Accredited Member

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## Hobbies

Dancing, Tennis, Art

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## Languages

English



Russian

