



Olivia Miller, Accounting Assistant

LOS ANGELES, CA 90291, UNITED STATES - email@email.com

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 in accounting automation software such as Quickbooks, Accpac, and Sage.

EMPLOYMENT HISTORY

Accounting Assistant III, Fischer & Price Auditors

Jan 2019 – Present, 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

Accounting Assistant II, Mica Hardware Group

Jan 2018 – Dec 2018, Des Moines

Implemented financial controls to successfully scale company growth from 5million to 15 million per year in revenue by issuing 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

DETAILS

1515 Pacific Ave

Los Angeles, CA 90291,
United States

(541) 754-3010

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

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SKILLS

Finance

Bookkeeping

Journals

Trial Balance

MS Excel

Sage

Accpac

QuickBooks

Balance Sheets

Income Statements

Tax Submissions

SQL

Accounting Assistant Resume Profile

Christian Drosten

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

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Unveiling the Magic of Words: A Report on "**Accounting Assistant Resume Profile**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Accounting Assistant Resume Profile**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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