

Olivia Ogilvy



Accountant

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Place of birth	San Antonio	Nationality	American
Driving license	Full	Links	Twitter , Linkedin , Facebook

01 PROFILE

Experienced Certified Public Accountant with 7+ years of experience in financial reporting, reconciliations and P&L statements. Holds an MBA plus a Business Valuations Certificate. Proven track record in financial system overhaul resulting in improvements of up to 30% in terms of processing speed and accuracy.

02 EMPLOYMENT HISTORY

05/2017 – 04/2019

Accountant III at BZG Bank

Los Angeles

Implemented a cash conversion model for six branches and ten ATMs that saved \$40,000 a year in processing expenses.

- Oversee all financial reporting and accounting functions.
- Manage a team of 4 accounting clerks during the reconciliation of bank accounts, analysis of periodic financials, and preparation of budgets.
- Compile financial statements and submit to Financial Director
- Reconcile T&E, Amex, Petty Cash, and Prepaid accounts
- Verify all payments against invoices and accounts receivable reports
- Update budgetary schedules and expense reports every 30 days
- Responsible for the payroll function of 1500 employees

01/2013 – 03/2017

Accountant II at H2O Manufacturing

Tampa

Reinvented the format of several critical and complicated Balance Sheet account reconciliations which reduced the error variations by 30%.

- Prepare journal entries, reconciliations, and trend analyses during month end
- Manage revenue, accounts payable, accounts receivable and expense accrual accounts
- Liaise with operations, production, and marketing department to validate the correctness of financial information and review financial data reports
- Assist with migration of the balance sheet from Oracle to SAP
- Responsible for cash disbursement
- Engage with internal audit team to complete documentation for SOX and Basel II

01/2011 – 12/2012

Accountant I at Cobb & Associates

San Diego

Retrieved over \$100,000 in overdue receivables in less than three months by assigning a temp debt collector to follow up on outstanding payments.

- Assist with monthly, quarterly and annual financial statements, general ledger, balance sheet reconciliations, journal entries, fixed assets, and P&L reporting
- Calculate variances between actual results and budget forecasts.
- Reconciliations of main bank account and international subsidiary accounts
- Prepare documents for annual tax returns
- Work with external auditors during the audit review and compile all the necessary documentation required during the investigation
- Responsible for accounts payable and accounts receivable statements

03 EDUCATION

04/2016 – 08/2016

Association for Investment Management & Research (AIMR)

Tampa

Chartered Financial Analyst (CFA)

05/2015 – 05/2016

Boston University

Boston

Masters in Business Administration

01/2014 – 12/2014

American Institute of Certified Public Accountants (AICPA)

Atlanta

Certified Public Accountant (CPA)

04/2009 – 12/2012

Oloma University

Bloomfield

Bachelor of Science in Accounting

04 SKILLS

Financial Reporting	● ● ● ● ●	Financial Management	● ● ● ● ●
Financial Accounting	● ● ● ● ●	Income Statements	● ● ● ● ●
Balance Sheets	● ● ● ● ●	P&L Calculations	● ● ● ● ●
Advanced Excel	● ● ● ● ●	Federal Regulations	● ● ● ● ●
Bank Reconciliations	● ● ● ● ●	Ledgers & Journals	● ● ● ● ●

05 LANGUAGES

English	● ● ● ● ●	French	● ● ● ● ●
Spanish	● ● ● ● ●		

06 HOBBIES

Skiing, Running, Cooking

07 COURSES

01/2013 – 04/2013

Certificate in Accounting Fundamentals at Merrick Business School

08 INTERSHIPS

01/2006 – 03/2009

Accounts Intern at Seattle Veteran's Association

Seattle

Internship during school holidays

- Responsible for financial administration
- Reconciliations of bank statements
- Follow up on account receivables