

OLIVIA OGILVY

Accountant

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

email@email.com

Place of birth *San Antonio* Nationality *American*
Driving license *Full*

LINKS

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

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.

EXPERIENCE

❖ **Accountant III, BZG Bank** May 2017 – Apr 2019
Los Angeles

Implemented a cash conversion model for six brandes 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

❖ **Accountant II, H2O Manufacturing** Jan 2013 – Mar 2017
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

❖ **Accountant I, Cobb & Associates** Jan 2011 – Dec 2012
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

EDUCATION

- ❖ **Association for Investment Management & Research (AIMR)** Apr 2016 – Aug 2016
Chartered Financial Analyst (CFA) Tampa
- ❖ **Boston University** May 2015 – May 2016
Masters in Business Administration Boston
- ❖ **American Institute of Certified Public Accountants (AICPA)** Jan 2014 – Dec 2014
Certified Public Accountant (CPA) Atlanta
- ❖ **Oloma University** Apr 2009 – Dec 2012
Bachelor of Science in Accounting Bloomfield

SKILLS

Financial Reporting <i>Expert</i>	Financial Management <i>Experienced</i>
Financial Accounting <i>Experienced</i>	Income Statements <i>Expert</i>
Balance Sheets <i>Expert</i>	P&L Calculations <i>Expert</i>
Advanced Excel <i>Expert</i>	Federal Regulations <i>Experienced</i>
Bank Reconciliations <i>Expert</i>	Ledgers & Journals <i>Expert</i>

LANGUAGES

English <i>Native speaker</i>	French <i>Highly proficient</i>
Spanish <i>Very good command</i>	

HOBBIES

Skiing, Running, Cooking

COURSES

- ❖ **Certificate in Accounting Fundamentals** Jan 2013 – Apr 2013
Merrick Business School

INTERNSHIPS

- ❖ **Accounts Intern, Seattle Veteran's Association** Jan 2006 – Mar 2009
Internship during school holidays Seattle

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