

OLIVIA OGILVY

ACCOUNTANT

INFO

ADDRESS

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

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

NATIONALITY

American

LINKS

[Twitter](#)

[LinkedIn](#)

[Facebook](#)

SKILLS

Financial Reporting



Financial Management



Financial Accounting



Income Statements



Balance Sheets



P&L Calculations



Advanced Excel



Federal Regulations



Bank Reconciliations



Ledgers & Journals

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.

EMPLOYMENT HISTORY

Accountant III, BZG Bank

Los Angeles

May 2017 – Apr 2019

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

Accountant II, H2O Manufacturing

Tampa

Jan 2013 – Mar 2017

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

San Diego

Jan 2011 – Dec 2012

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.



LANGUAGES

English



French



Spanish



HOBBIES

Skiing, Running, Cooking

- 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), Chartered Financial Analyst (CFA) Tampa
Apr 2016 – Aug 2016

Boston University, Masters in Business Administration Boston
May 2015 – May 2016

American Institute of Certified Public Accountants (AICPA), Certified Public Accountant (CPA) Atlanta
Jan 2014 – Dec 2014

Oloma University, Bachelor of Science in Accounting Bloomfield
Apr 2009 – Dec 2012

COURSES

Certificate in Accounting Fundamentals, Merrick Business School
Jan 2013 – Apr 2013

INTERNSHIPS

Accounts Intern, Seattle Veteran's Association Seattle
Jan 2006 – Mar 2009

Internship during school holidays

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