



# Olivia Ogilvy, Accountant

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

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

## 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

## LANGUAGES

## 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

May 2017 – Apr 2019, 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

### 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

English

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French

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Spanish

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## EDUCATION

### **Association for Investment Management & Research (AIMR), Chartered Financial Analyst (CFA)**

Apr 2016 – Aug 2016, Tampa

### **Boston University, Masters in Business Administration**

May 2015 – May 2016, Boston

### **American Institute of Certified Public Accountants (AICPA), Certified Public Accountant (CPA)**

Jan 2014 – Dec 2014, Atlanta

### **Oloma University, Bachelor of Science in Accounting**

Apr 2009 – Dec 2012, Bloomfield

## COURSES

### **Certificate in Accounting Fundamentals, Merrick Business School**

Jan 2013 – Apr 2013

## INTERNSHIPS

### **Accounts Intern, Seattle Veteran's Association**

Jan 2006 – Mar 2009, Seattle

*Internship during school holidays*

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

## HOBBIES

Skiing, Running,  
Cooking