



# Olivia Ogilvy

Accountant

Los Angeles, 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

May 2017 – Apr 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

Jan 2013 – Mar 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

English



French



Spanish



## Hobbies

Skiing, Running,  
Cooking

Jan 2011 – Dec 2012

San Diego

## Accountant I at Cobb & Associates

*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

Apr 2016 – Aug 2016

Tampa

## Association for Investment Management & Research (AIMR)

Chartered Financial Analyst (CFA)

May 2015 – May 2016

Boston

## Boston University

Masters in Business Administration

Jan 2014 – Dec 2014

Atlanta

## American Institute of Certified Public Accountants (AICPA)

Certified Public Accountant (CPA)

Apr 2009 – Dec 2012

Bloomfield

## Oloma University

Bachelor of Science in Accounting

## Courses

Jan 2013 – Apr 2013

## Certificate in Accounting Fundamentals at Merrick Business School

## Internships

Jan 2006 – Mar 2009

Seattle

### Accounts Intern at Seattle Veteran's Association

*Internship during school holidays*

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