



Olivia Ogilvy

Accountant

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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

May 2017 – Apr 2019

Los Angeles

Accountant III at BZG Bank

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

Tampa

Accountant II at H2O Manufacturing

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

Jan 2011 – Dec 2012
San Diego

- 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 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

03 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

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

Jan 2013 – Apr 2013

Certificate in Accounting Fundamentals at Merrick Business School

08 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