



Olivia Ogilvy

Accountant

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 at BZG Bank, Los Angeles

May 2017 – April 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 at H2O Manufacturing, Tampa

January 2013 – March 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 at Cobb & Associates, San Diego

January 2011 – December 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.

Details

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](#)

Skills

Financial Reporting

Financial Management

Financial Accounting

Income Statements

Balance Sheets

P&L Calculations

Advanced Excel

Federal Regulations

Bank Reconciliations

Ledgers & Journals

Languages

English

French

Spanish

- 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

Hobbies

Skiing, Running, Cooking

🎓 Education

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

April 2016 – August 2016

Masters in Business Administration, Boston University, Boston

May 2015 – May 2016

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

January 2014 – December 2014

Bachelor of Science in Accounting, Oloma University, Bloomfield

April 2009 – December 2012

🎓 Courses

Certificate in Accounting Fundamentals, Merrick Business School

January 2013 – April 2013

📁 Internships

Accounts Intern at Seattle Veteran's Association, Seattle

January 2006 – March 2009

Internship during school holidays

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