



# Olivia Miller, Accounting Assistant

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

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States  
(541) 754-3010

DATE / PLACE OF BIRTH

San Antonio

NATIONALITY

American

DRIVING LICENSE

Full

## LINKS

[Twitter](#)

[Linkedin](#)

## SKILLS

Finance

Bookkeeping

Journals

Trial Balance

MS Excel

Sage

Accpac

QuickBooks

Balance Sheets

Income Statements

Tax Submissions

SQL

## PROFILE

An experienced accounting assistant with advanced Excel skills and extensive knowledge of tax regulations global accepted accounting practices. Detail orientated and efficient with a proven track record of compiling error-free journals and financial reports. Competent is accounting automation software such as Quickbooks, Accpac, and Sage.

## EMPLOYMENT HISTORY

### Accounting Assistant III, Fischer & Price Auditors

Jan 2019 – Present, Indian Trail

Developed a cross-check functionality in excel to pick up on any human errors relating to manual data entry resulting in marginal error rates decreasing from 25% to only 3%.

- Complete complex calculations and reconcile problematic accounts
- Process group accounts and draft group statements by reconciling departmental income statements, balance sheets, management accounts, and cash flow reports
- Oversee and approve payments, wire transfers and intercompany transfers to international subsidiaries
- Compile budgets and forecasts for headquarters reports
- Facilitate and coordinate the filing process for quarterly and annual taxation submissions
- Establish internal controls for the preparation of monthly statements such as cash flow, cash disbursements, and income and expenses
- Compare projected budgeting reports with actual monthly income and expenses statements
- Responsible for all payruns and transfer of salaries, commission, and reimbursements to staff members

### Accounting Assistant II, Mica Hardware Group

Jan 2018 – Dec 2018, Des Moines

Implemented financial controls to successfully scale company growth from 5million to 15 million per year in revenue by syncing all departmental reports in real time, resulting in a 100% clean audit rating achieved for two consecutive years.

- Reconcile complex intercompany accounts
- Process accounts payable and accounts receivable transactions and reconcile them
- Re-check all account reconciliations before drafting the income statement, balance sheet, and cash flow reports
- Review, code and verify transaction reports and journal entries
- Process accounts payable and accounts receivable transactions
- Calculate credit, debit and cashflow totals for client accounts on Excel
- Deposit cash and prepare documents for international wire transfers and check payments
- Complete administrative duties related to tax returns, 401k benefit statements

- Conduct payroll administration for all employees in terms of pay rates, social security numbers, and bank account information

## EDUCATION

### **Oloma University, Associate's Degree in Accounting Sciences**

Jun 2014 – Jun 2016, Bloomfield

GPA: 3.8

Majors: Principles of Accounting, Payroll Accounting

Minors: Financial Document Processing, Computer Applications, Individual Tax Accounting

Accolades: Deans Honors List

### **Merrick Business School, Accounting Assistant Trade School**

May 2013 – Jun 2013, Baltimore

### **Florida Keys High School, GED High School Diploma**

Jan 2010 – Dec 2012, Miami

Awards: Member of the Golden Key Academic Society, 2010 - 2012

Leadership: Tuckshop Treasurer, 2012

## INTERNSHIPS

### **Junior Accounts Assistant, Exclusive Books**

Jan 2016 – Jun 2018, Merriman

*Internship during summer holidays.*

- Code, categorize and allocate all payments and collections
- Track and trace discrepancies profit and loss accounts and traced profits and losses for the business on a day to day basis
- Responsible for updating prices of products on the inventory system

## COURSES

### **Certified Accountant, Certified Accountants (ACCA), Tampa, Florida**

May 2019 – Jun 2019

### **Accredited Member, Member of the American Accounting Association (AAA), Lakewood Florida**

Jan 2015 – Jul 2015

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Visual Basic

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Internal Auditing

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Variance Analysis

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## HOBBIES

Dancing, Tennis, Art

## LANGUAGES

English

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Russian

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