



Olivia Miller

Accounting Assistant

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PLACE OF BIRTH San Antonio

DRIVING LICENSE Full

01 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 in accounting automation software such as Quickbooks, Accpac, and Sage.

02 EMPLOYMENT HISTORY

Jan 2019 – Present
Indian Trail

Accounting Assistant III at Fischer & Price Auditors

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

Jan 2018 – Dec 2018

Accounting Assistant II at Mica Hardware Group

Des Moines

Implemented financial controls to successfully scale company growth from 5 million 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

03 EDUCATION

Jun 2014 – Jun 2016

Bloomfield

Oloma University

Associate's Degree in Accounting Sciences

GPA: 3.8

Majors: Principles of Accounting, Payroll Accounting

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

Accolades: Deans Honors List

May 2013 – Jun 2013

Baltimore

Merrick Business School

Accounting Assistant Trade School

Jan 2010 – Dec 2012

Miami

Florida Keys High School

GED High School Diploma

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

Leadership: Tuckshop Treasurer, 2012

04 SKILLS

Finance



Bookkeeping



Journals



Trial Balance



MS Excel



Sage



Accpac	● ● ● ● ●	QuickBooks	● ● ● ● ●
Balance Sheets	● ● ● ● ●	Income Statements	● ● ● ● ●
Tax Submissions	● ● ● ● ●	SQL	● ● ● ● ●
Visual Basic	● ● ● ● ●	Internal Auditing	● ● ● ● ●
Variance Analysis	● ● ● ● ●		

05 INTERNSHIPS

Jan 2016 – Jun 2018

Merriman

Junior Accounts Assistant at Exclusive Books

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

06 COURSES

May 2019 – Jun 2019

Certified Accountant at Certified Accountants (ACCA), Tampa, Florida

Jan 2015 – Jul 2015

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

07 HOBBIES

Dancing, Tennis, Art

08 LANGUAGES

English	● ● ● ● ●	Russian	● ● ● ● ●
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