

**JANE DOE**  
LINKEDIN  
PHONE NUMBER

**SENIOR ACCOUNTANT**

**Business Solutions | Accounting Leadership & Support | Service Excellence**

**AREAS OF EXPERTISE**

- Account Reconciliations
- General Ledger Accounting
- Journal Entries
- Month-End Close Processes
- Generally Accepting Accounting Principles
- Financial Analysis & Reporting
- Business Process Improvement
- Full Cycle Accounts Receivables
- Tax Accounting
- Regulatory Compliance
- Credit & Collections

---

**PROFESSIONAL EXPERIENCE**

---

**SENIOR ACCOUNTANT**

Oct. 2014 – Sep. 2019

*ABC, Englewood, CO*

- Perform complex General Ledger account reconciliations, completed in a timely, professional manner.
- Oversee accounts receivables for a \$200M company including invoicing (purchase orders, professional service hours, variable hosting services), deposits, returns, credit, collections, sales/use tax, and in-transit inventory.
- Notable achievements while in the position have included:
  - Reduced Days Sales Outstanding from 65 to 48 through professionalism and persistence.
  - Decreased 60/90/120 days outstanding percentage by a total of 40%, valued at \$2M.
  - Reduced aged “in-transit” inventory by \$524,518 through partial invoicing, pro-forma invoices, and daily tracking.
  - Selected as the Audit Leader for semi-annual audits.

**SPS SENIOR ACCOUNTANT**

Feb. 2013 – Sep. 2014

*CDE, Centennial, CO*

- Completed bank reconciliations, including pivot tables to display system numbers to deposits and withdrawals.
- Applied advanced Excel formulas to create highly effective PTO/compensation time spreadsheets in addition to creating payroll uploads, including grant breakdowns.
- Organized detailed month-end white paper documents for SOX compliance.
- Demonstrated efficiency and accuracy in completing balance sheet reconciliations for 22 separate locations.

**STAFF ACCOUNTANT**

Jun. 2012 – Jan. 2013

*EFG, Golden, CO*

- Performed advanced reconciliations related to revenue, expense, cash, and bank statements and prepared and approved adjusting entries in terms of re-classifications, accruals, and mirroring.
- Calculated the \$6M to \$8M in monthly expense and revenue settlement process and completed state expense and revenue uploads.

**STAFF ACCOUNTANT/FINANCIAL SERVICE MANAGER**

Jan. 2010 – May 2012

*HIJ, Thornton, CO*

- Served as a staff accountant, instituting an accounts receivable tracking spreadsheet with weekly percentage allocations for trending analysis.
- Notable achievements while in the position included:
  - Improved accounts receivable aging by \$5M through the use of web portals, email invoice delivery, and the successful transitioning of clients to ACH.
  - Renegotiated a D&B contract while maintaining access to necessary information, resulting in savings of \$5,000.

- o Instituted a weekly collection process in which team members contacted clients with the highest amounts outstanding and oldest invoice dates, with \$7M transferred out of the 90+ accounts receivable section, a drop from 7% to 4%.

PREVIOUS EMPLOYMENT: Tax Professional - H&R Block, Client Service Representative - Transamerica Capital Management, Variable Annuity Data Analyst - Lipper, Inc., Accounting Analyst/VA Telephone Service Representative - Jackson National Life Insurance, Financial Planning Analyst/401K Telephone Service Representative - Merrill Lynch.

---

**EDUCATION**

---

**Master of Business Administration, Accounting & Finance** - Regis University, Denver, CO

**Bachelor of Science, Organizational Leadership** - Purdue University, West Lafayette, IN

---

**TECHNICAL PROFICIENCY**

---

Microsoft Office Suite (Advanced Excel), Salesforce

---

**PROFESSIONAL AFFILIATIONS**

---

Member - Knights of Columbus, past Financial Secretary, Treasurer, Program Chairman