



## ARAP CERTIFICATION2HIRE: CANDIDATE 107

After ten years of accounting I have found that my interest lies in ERP systems and how they can improve the business processes for a company. I enjoyed the process of implementing Acumatica and training my team to use the system. It has become my goal to pursue becoming an implementation consultant for Acumatica. To improve my skill levels, I am working on the Acumatica Business Consultant 2019 badge and taking additional courses in relational databases and SQL.

### Summary

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- 10 years of experience in accounting and finance
- Ability to communicate clearly across multiple levels within an organization
- Effective in cross-departmental committees.
- Project Manager for Acumatica Implementation: Responsible for Financial and Project modules.
- Trained accounting staff in using the Financial module of Acumatica.
- Acumatica System Administrator
- Tested and Implemented NOVAtime time-keeping system and trained employees in using the system.
- Assisted in implementation of Intacct and trained accounts payable staff.

### Software

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Acumatica, DELTEK Vision, Intacct, QuickBooks, Sage Fixed Assets, ADP, NOVAtime, Paychex, Excel (pivot tables, VLOOKUP)

### Work Experience

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#### **Senior Accountant/Acumatica System Administrator**

XX International - Seattle, WA

July 2017 to Present

Project manager for Acumatica Implementation. Acumatica System Administrator, responsible for user rights and system security. Automated purchase requisition approval flows in Acumatica and ensuring compliance with Good Manufacturing Practices and FDA requirements. Create Generic Inquiries in Acumatica to meet the needs of sales and distribution departments. Accounting department evaluation, including hiring and training new personnel, implementing new internal controls, policies and procedures to comply with GAAP. Cost accounting for governmental contracts, including indirect cost proposals and DCAA invoice audits. Revise business processes to reduce manual data entry and improve staff efficiency. Provide financial results and forecasts to company owners.



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**Project Cost Accountant**

XX LLC - Seattle, WA

February 2016 to June 2017

New contract setup and budget entry in Vision. Train new employees in using the time and attendance module of Deltek Vision. Assist sales department with data for project change orders. Collaborate with project managers to provide data analysis on project profitability. Research unearned revenue balances and resolve any issues. Maintain general ledger account reconciliations. Assist in audit preparation by providing PBC documents and reconciliations. Responsible for invoicing, accounts receivable transactions and collections. Train and review work of accounting assistant for accounts payable. Coordinate with bank for processing any wire transactions.

**Staff Accountant**

XX, PLLC - Seattle, WA

May 2011 to January 2016

Assist in Intacct implementation. Train and review work of accounting assistant for accounts payable and payroll processing. Maintain assigned general ledger accounts and perform detailed reconciliations of accounts. Maintain fixed asset sub ledger additions, disposals and depreciation schedules. Assist in Monthly, Quarterly and Year in close. Maintain budgets for Contract Research projects. Assist with sales forecasts and provided variance to actual reports for contract research and provides monthly contract research reports for the operation committee. Collaborate with 401K provider for compliance testing. Responsible for calculation and timely filing of Washington State B&O taxes as well as City of Seattle quarterly business taxes. Collaborate cross-departmentally by membership on corporate compliance committee with responsibility for oversight of sanction checks of employees, vendors, clients and ordering physicians. Manage multi-state payroll process and Integration with timekeeping system.

**Junior Accountant**

XX Accounting

March 2010 to May 2011

Provide support to tax preparers by preparing spreadsheets and data entry. Implement improvements to accounts receivable by revising accounts receivable policies, preparing client bills and shortened payment cycles. Prepared 1099's for client businesses. Processed payroll and generated W-2's for clients.

Education

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**Master of Business Administration in Business Administration**

XX University - CA

**Certificate in Accounting**

University of XX - CA



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**Bachelor of Science in Animal Science**

XX University - WA