



# SARAH JOHNSON

A dedicated accounts payable and receivable specialist with a strong accounting and finance background, holds Bachelor's degrees from the University of California and New York University, and an Associate degree from Miami Dade College. Proven track record in managing daily accounts payable and receivable department operations, reconciling invoice discrepancies, and preparing detailed financial reports. Certified Accounts Payable Associate (CAPA), Certified Bookkeeper (CB), and Certified Public Accountant (CPA) with proficiency in accounting software and strong organizational skills.



## KEY SKILLS

- Reporting and documentation
- Task prioritization
- Team collaboration



## EDUCATION

Bachelor's Degree in Accounting from the UNIVERSITY OF CALIFORNIA, Berkeley, California

Bachelor's Degree in Finance from NEW YORK UNIVERSITY, New York

Associate Degree in Business Administration from MIAMI DADE COLLEGE, Florida



## PROFESSIONAL EXPERIENCE

### Accounts Payable and Receivable Specialist

Deloitte, San Francisco, CA | January 2018 to present

- Manage and oversee daily operations of the accounts payable and receivable department, ensuring all financial transactions are accurately recorded and processed
- Reduced invoice discrepancies by 30% through meticulous reconciliation and resolution of clients' billing issues
- Prepare and present detailed weekly, monthly, and annual financial reports, aiding management in financial planning and decision-making

### Accounts Receivable Analyst

PricewaterhouseCoopers (PwC), New York, NY | May 2016 to December 2017

- Conducted account research to identify and correct errors, improving the overall accuracy of financial records by 25%
- Assisted in the preparation of detailed financial reports, contributing to effective financial planning and decision-making
- Used accounting software to streamline processes, increasing department efficiency by 20%



## PROFESSIONAL DEVELOPMENT

- Certified Accounts Payable Associate (CAPA), The Institute of Financial Operations
- Certified Bookkeeper (CB), American Institute of Professional Bookkeepers
- Certified Public Accountant (CPA), American Institute of Certified Public Accountants