



Abena Grewal

Junior Accountant

Accounting professional with 6 years of experience performing balance sheet reconciliations, invoice processing, and accrual entries across SAP, QuickBooks, and Microsoft Excel. Assisted the controller with quarterly SEC 10-Q supporting schedules covering \$7.35M in fixed-asset balances while reducing reconciliation turnaround time through standardized templates and automated lookups.

Location

Tahlequah, OK

Phone

(918) 555-0111

Email

abena.grewal@example.com

Education

Northeastern State University,
Tahlequah, OK
2016 - 2020
B.B.A. Accounting

Key Skills

- QuickBooks
- SAP
- Microsoft Excel
- GAAP
- Balance Sheet Reconciliation
- Accounts Payable
- Accrual Accounting
- SEC 10-Q Reporting
- Intercompany Reconciliation
- Invoice Processing

Professional Experience

Junior Accountant, Caney Creek Supply Group, Tahlequah, OK

2023 - Present

- Completed 34 balance sheet reconciliations per month for 6 entity ledgers, clearing all variances within 48 hours of period end.
- Processed 387 invoice records monthly in SAP, matching purchase orders and receipts to reduce open-item backlogs by 2 days.
- Reduced reconciliation turnaround time from 4.5 days to 1.8 days by standardizing templates and automating lookups in Microsoft Excel.
- Mentored 2 accounting interns on GAAP accrual entries and month-end reconciliation procedures.

Accounting Intern, Poteau Valley Manufacturing, Poteau, OK

2021 - 2023

- Reconciled 19 balance sheet accounts each month, resolving an average of 14 intercompany reconciling items per cycle.
- Processed 263 vendor invoices monthly in QuickBooks, verifying coding against the chart of accounts before posting.
- Shortened reconciliation turnaround time on cash accounts from 3.7 days to 2.1 days by building a daily bank-feed matching routine.
- Assisted the controller with quarterly SEC 10-Q supporting schedules covering \$7.35M in fixed-asset balances.

Accounting Intern, Greenleaf Prairie Services LLC, Muskogee, OK

2020 - 2021

- Processed 148 invoice records monthly, entering line-item detail into QuickBooks and reconciling batch totals before approval.
- Completed 11 balance sheet reconciliations each month for prepaid, accrued liability, and intercompany accounts.
- Verified and processed 73 vendor invoices per week, matching delivery receipts to purchase orders within 24 hours.