



Miguel Bergman

Senior Accountant

Accounting professional with 12 years of experience spanning invoice processing, bank statement reconciliation, and general ledger management using SAP, QuickBooks, and Excel. Standardizing tie-out procedures and adding secondary review checkpoints in SAP reduced account reconciliation discrepancies by 45.50% across 48 balance sheet accounts. Directs a team of staff accountants, maintaining a 98.22% accuracy rate across sub-ledgers through structured task assignment and work paper reviews.

CONTACT INFORMATION

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EDUCATION

- BSBA IN ACCOUNTING I
OKLAHOMA STATE UNIVERSITY,
STILLWATER, OK | 2010 - 2014

KEY SKILLS

- SAP
- Microsoft Excel
- QuickBooks
- Account Reconciliation
- General Ledger Management
- Accounts Payable
- Invoice Processing
- Bank Statement Reconciliation
- SQL
- Financial Reporting

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT I WASHITA CREEK HOLDINGS LLC, ARDMORE, OK | 2020 - PRESENT

- Reduced account reconciliation discrepancies by 45.50% across 48 balance sheet accounts by standardizing tie-out procedures and adding secondary review checkpoints in SAP.
- Reviewed and processed an average of 274 invoices per month, verifying coding accuracy and resolving \$15,470 in duplicate payment flags per quarter.
- Reconciled 36 bank statements monthly for operating and payroll accounts, clearing an average of 87 outstanding items within 5 business days.
- Directed a team of 3 staff accountants, assigning reconciliation tasks and reviewing work papers to maintain a 98.22% accuracy rate across sub-ledgers.

STAFF ACCOUNTANT I ARBUCKLE VALLEY SERVICES INC., DAVIS, OK | 2017 - 2020

- Reviewed and processed 870 invoices per month in SAP, matching purchase orders and receiving documents before routing for approval.
- Reconciled 22 bank statements monthly, identifying and resolving an average of 43 discrepancies per cycle within 4 business days.
- Reduced account reconciliation discrepancies from 6.04% to 3.82% on intercompany accounts by creating a shared tracking log between two regional offices.

ACCOUNTING CLERK I BLUE RIVER PRAIRIE CO-OP, DURANT, OK | 2014 - 2017

- Processed 540 vendor invoices per month, matching receipts to purchase orders and entering line-item data into QuickBooks.
- Reconciled 14 bank statements monthly, flagging an average of 29 unmatched transactions for supervisor review within 3 business days.
- Organized and filed 2,180 source documents per quarter to support year-end audit preparation.