

Jonah Batista

Staff Accountant

Detail-focused accountant with 6 years of experience recording journal entries, preparing financial reports, and verifying invoice accuracy using SAP and Microsoft Excel. Maintained posting accuracy above 99.41% while handling revenue recognition and prepaid amortization schedules. Prepared quarterly financial reports covering \$5.9M in annual revenue, including variance analyses and cash flow summaries for department heads.

CONTACT INFORMATION

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KEY SKILLS

- GAAP
- SAP
- Microsoft Excel
- General Ledger Management
- Accrual Accounting
- Variance Analysis
- Journal Entry Posting
- Financial Reporting
- Invoice Verification
- Account Analysis

PROFESSIONAL EXPERIENCE

2023 - Present

Staff Accountant, Oil Creek Financial Services, Meadville, PA

- Recorded an average of 114 journal entries per month across 4 subsidiary ledgers, posting accruals, deferrals, and reclassifications within 2 days of period end.
- Prepared 8 financial reports each quarter for department heads, including variance analyses and cash flow summaries covering \$5.9M in annual revenue.
- Caught 11 invoice coding errors in a single quarter by auditing expense classifications against the chart of accounts before batch posting in SAP.
- Mentored 2 interns on GAAP journal entry standards and walked them through the month-end posting schedule.

2021 - 2023

Junior Accountant, Conneaut Valley Distributors, Linesville, PA

- Recorded 87 journal entries per month for revenue recognition and prepaid amortization schedules, maintaining posting accuracy above 99.41%.
- Prepared 6 financial reports monthly for the controller, summarizing departmental spending against a \$2.05M operating budget.
- Caught 7 invoice coding errors per month by comparing vendor invoices to approved purchase orders in Microsoft Excel before entry into SAP.

2020 - 2021

Accounting Clerk, Pymatuning Creek Manufacturing, Greenville, PA

- Recorded 43 journal entries per month for accounts payable and fixed-asset additions, reducing backlog from 6 days to 3 days.
- Prepared 4 financial reports each month summarizing open payables and aging balances for the accounting manager.
- Caught 4 invoice coding errors weekly by reviewing account assignments against approved vendor contracts.

EDUCATION

BSBA, Accounting

Edinboro University of Pennsylvania, Edinboro, PA | 2016 - 2020