

# Elise Jimenez

**Accounting Supervisor**

Accounting professional with 7 years of experience across multi-entity close, GL reconciliation, and audit coordination under GAAP. Cut month-end report errors by 41% by building standardized Excel templates for intercompany eliminations and balance sheet reconciliations across 4 entities. Manages month-end close processes using Sage Intacct and QuickBooks while coordinating 3 simultaneous audits each year.

## Contact Information


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Andalusia, AL 12345


## Education

B.S.B.A. Accounting, Troy University

Troy, AL | 2015 – 2019

## Key Skills

- GAAP
- Sage Intacct
- Microsoft Excel
- QuickBooks
- GL Reconciliation
- Month-End Close
- Intercompany Accounting
- Variance Analysis
- AP/AR Management
- SOX Compliance

## Professional Experience

ACCOUNTING SUPERVISOR | CONECUH VALLEY BUILDING PRODUCTS, ANDALUSIA, AL

2022 – PRESENT

- Reduced month-end close cycle time from 9 days to 5 days by redesigning the GL reconciliation workflow and staggering task assignments across a team of 4 staff accountants.
- Cut month-end report errors by 41% after building standardized Excel templates for intercompany eliminations and balance sheet reconciliations across 4 entities.
- Shortened invoice processing cycle time from 9 days to 6 days by introducing a three-way match checklist in Sage Intacct.
- Coordinate 3 simultaneous audits each year, preparing schedules and supporting documentation for external auditors under GAAP.

SENIOR ACCOUNTANT | WIREGRASS PRAIRIE DISTRIBUTORS, DOTHAN, AL

2020 – 2022

- Completed month-end close within 7 days for 3 entities by owning fixed-asset depreciation schedules, accruals, and journal entries totaling $83,740 per period.
- Cut invoice coding errors by 38% by restructuring the AP approval sequence and adding electronic routing in QuickBooks.
- Prepared quarterly variance analyses comparing actuals to budget, raising forecast accuracy by improving GL coding at the point of entry.

STAFF ACCOUNTANT | PEA RIVER EQUIPMENT HOLDINGS, ELBA, AL

2019 – 2020

- Raised report accuracy from 81% to 99% by creating a standardized review checklist for 137 bank and credit-card reconciliations each quarter in Excel.
- Posted 240 journal entries per month and resolved discrepancies within 48 hours to keep the close cycle at 8 days.
- Filed 1099s for 86 vendors, verifying payment data and thresholds before year-end submission.