

Wanjiru Emerson

Senior Accountant

Accountant with 3 years of experience performing GL reconciliations, journal entries, and AR management using QuickBooks and Excel under GAAP. Cut report preparation time by 40% by redesigning the monthly reporting workflow to batch-pull trial balance data into a single consolidated workbook. Resolved 7 aging AR accounts totaling $61,430 by reconciling payment records and coordinating with customer AP departments.

CONTACT INFORMATION

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Sierra Vista, AZ 12345

KEY SKILLS

- GAAP
- Microsoft Excel
- QuickBooks
- GL Reconciliation
- AR Management
- Journal Entries
- Variance Analysis
- Financial Reporting
- Sage Intacct
- Accrual Accounting

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT | HUACHUCA CREEK DISTRIBUTION GROUP, SIERRA VISTA, AZ
2025 – PRESENT

- Cut report preparation time by 40% by redesigning the monthly reporting workflow to batch-pull trial balance data from QuickBooks into a single consolidated workbook for 8 recurring reports.
- Resolved 7 aging AR accounts totaling $61,430 within one quarter by reconciling payment records and coordinating directly with customer AP departments.
- Cut journal entry posting time by 25% by consolidating 3 redundant approval steps in the approval workflow, saving the team 14 hours per month.
- Execute 46 balance sheet reconciliations per month in Excel, verifying fixed assets, prepaid expenses, and intercompany balances under GAAP.

STAFF ACCOUNTANT | SAN PEDRO VALLEY SERVICES LLC, BENSON, AZ
2023 – 2025

- Retired 4 delinquent AR accounts older than 120 days by tracing $17,310 in unapplied cash receipts back to original invoices in QuickBooks.
- Prepared 11 departmental budget-vs-actual reports each month, cutting preparation time from 6 hours to 3.5 hours by creating reusable Excel pivot table templates.
- Posted an average of 185 journal entries per month and flagged coding errors within 24 hours to support timely period-end procedures.

EDUCATION

- Bachelor of Science in Business Administration in Accounting, University of Arizona, Tucson, AZ | 2019 – 2023