

Olivia Bennett

Staff Accountant | GL, Reconciliations & Month-End Close

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SUMMARY

Detail-oriented Staff Accountant with 3.5 years of experience in general ledger accounting, account reconciliations, accounts payable/receivable, and month-end close for mid-sized companies. Support a \$45M revenue organization, reduce close time from 8 to 5 business days, and maintain 99.5% journal-entry accuracy. CPA candidate (150 credit hours completed) with strong GAAP knowledge and ERP proficiency.

CORE SKILLS

Accounting: General Ledger, Account Reconciliations, Month-End & Year-End Close, Accruals, Fixed Assets, Intercompany, US GAAP, Flux Analysis

Operations: Accounts Payable, Accounts Receivable, Bank Reconciliations, Expense Audit, Sales Tax, 1099 Reporting

Systems: NetSuite, QuickBooks Enterprise, SAP, Oracle, Bill.com, Concur, Excel (VLOOKUP, Pivot Tables, XLOOKUP, Power Query)

PROFESSIONAL EXPERIENCE

Staff Accountant

Jun 2023 – Present

Lone Star Distribution Co. – Dallas, TX

- Prepare journal entries, accruals, and reconciliations for 40+ balance sheet accounts with 99.5% accuracy for a \$45M revenue company.
- Cut month-end close from 8 to 5 business days by building reconciliation checklists and automating recurring entries in NetSuite.
- Perform monthly flux analysis and prepare variance explanations used by the Controller and CFO in management reporting.
- Manage fixed-asset register of 1,200+ assets and calculate depreciation; identified \$85K of unrecorded disposals during a clean-up project.
- Support external audit by preparing 60+ PBC schedules, resulting in zero adjusting entries proposed by auditors.

Accounts Payable & Junior Accountant

Aug 2022 – May 2023

Metro Building Supply – Fort Worth, TX

- Processed 350+ vendor invoices per week with three-way match, achieving 99% payment accuracy and capturing \$62K in early-payment discounts.
- Reconciled 12 bank and credit-card accounts monthly and cleared aged items, reducing unreconciled balances by 90%.
- Prepared 1099s for 140 vendors and sales-tax filings in 6 states with no penalties.
- Improved vendor-statement reconciliation process, cutting duplicate payments by 100% over 12 months.

EDUCATION

Bachelor of Business Administration in Accounting

University of Texas at Dallas, Naveen Jindal School of Management
2022 | GPA 3.7

CERTIFICATIONS

- CPA Candidate — 150 credit hours; passed AUD and FAR
- QuickBooks ProAdvisor
- NetSuite ERP Certified Foundation