**Gwenny J. Bennett**

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**Job Objective:**

Seeking a Certified Public Accountant position with Wayside Technologies where I can make the most of my strong leadership, analytical, and strategic-thinking skills, including accounting knowledge for managing organization's financial operations.

**Summary of Skills:**

* More than 5 years of accounting experience, including serving as a financial team leader, and creating timely financial reports for the organization
* Thorough knowledge of accounting policies and practices, GAAP, tax planning and compliance, auditing practices, accounting system, financial analysis and research, and preparation and review of financial statements
* Strong leadership skills to plan and direct the work of accounting team, and provide training as appropriate
* Effective communication skills to establish and maintain strong working relationships with accounting staff, stakeholders, and clients
* Excellent analytical skills to analyze and evaluate complex financial and accounting information along with strong numerical skills to perform complex mathematical calculations
* Solid critical thinking and problem-solving skills to resolve issues along with the ability to pay attention to every detail
* Effective decision-making skills under pressure, and ability to quickly adapt in a fast-paced work environment
* Proficiency in MS Office Suite, including advance Excel, Google Docs, ERP systems, QuickBooks Online, and latest business intelligence and accounting software
* Excellent report writing skills to prepare clear and concise financial statements, and reports
* Reliable and trustworthy person to maintain confidentiality of company's financial status

**Work Experience:**

Certified Public Accountant

Green Key Resources, Los Angeles, CA

July 2016 - Present

* Analyzing, organizing, and updating financial records, and ensuring accuracy, completeness, and conformance to standards defined
* Working with senior management on appropriate financial and fiscal strategies, and developing effective financial model using the latest technologies
* Handling budget processing, managing reconciliation general ledgers, including accounts payable and receivable
* Preparing revenue forecast for each quarter
* Preparing monthly, quarterly and annual financial statements based accounting information collected through various department
* Performing monthly bank reconciliation and other financial analysis
* Working with tax accountants and assisting in tax planning, research, scheduling tax payments
* Performing audits on financial documents, investments and expenses to ensure sound financial condition of the organization
* Overseeing bookkeeping activities, and creating manuals for accounting and bookkeeping personnel

Accountant

EngageIQ, Los Angeles, CA

January 2014 - March 2016

* Oversaw various accounting and financial operations of the organization, including accounts payable and accounts receivable, monthly bank reconciliations, general ledgers, and reconciliation of balance sheet
* Coordinated with internal and external auditors to design, maintain and test internal controls over financial reporting
* Compiled and prepared financial reports and submitted to the higher management
* Participated in the design and drafting of work procedures for junior accountants, and provided training on execution of procedures
* Used accounting and industry knowledge with strong analytical skills to resolve complex issues in a very effective way
* Provided recommendations related to accounting and financial practices to accounts manager
* Assisted in developing and implementing new accounting system for ease of tracking business
* Prepared financial statements by analyzing and compiling organization's financial records and reconciling key accounts
* Ensured financial records are maintained in compliance with the best accounting practices and procedures

Junior Accountant

M Financial Group, Los Angeles, CA

December 2012 - November 2013

* Assisted with month and year-end closing processes, including the preparation of journal entries as assigned
* Coordinated payroll processing of active and retired employees of the company
* Prepared and recorded daily cash receipts, and communicated key information to management team
* Provided assistance and back-up to accounts payable team, and assisted other accounting teams with any specific projects as required
* Created and updated internal accounting processes and policies in compliance with GAAP
* Used various accounting software to assemble, format, and update financial data and periodic financial reports

**Education:**

* Master's Degree in Accounting
University of Southern California, Los Angeles, CA
2011
* Bachelor of Science in Accounting
University of Southern California, Los Angeles, CA
2009

**Certifications:**

* Certified Public Accountant (CPA)
2012

**Reference:**

On request.