Abigail Rosas, CPA, MBA

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# EXPERIENCE

4/2010 to Present ABC Manufacturing Company, Jersey City, NJ

## Accounting Manager (9/2011 to Present)

* Manage the monthly financial close process to ensure all ledger transactions are properly recorded and analyzed. **(Present tense should be used for current role. Also the usage of “I” or “my” should never be used)**
* Develop and manage the annual budget process. **(most important skills should be listed at the top and descend according to importance)**
* Evaluate, redesign and implement new processes across different functional units of the business.
* Manage the weekly, monthly and quarterly financial reporting to meet internal and external requirements, including compliance for the parent company's lender. **(Change up wording**

## i.e. do not write prepare/manage etc. for every bullet point)

* Oversee weekly cash flow submissions and working capital reporting to corporate office.
* Led Finance team through ERP implementation and transition.
* Responsible for all functions of the company's accounting department including trial balance, billing, credit, collections, AP, AR, cash management and fixed assets.
* Lead an accounting staff of five direct reports, including an Accounting Manager, Credit Manager, Billing Clerk, AP clerk, and Accounting Associate.

## Senior Accountant (4/2010 to 9/2011)

**\* Jobs at the same company should be listed under the same heading**

* Participated in the monthly/quarterly close process which included preparing accruals, monthly journal entries and loading results into Company consolidation software. **(Past tense is used for all previous positions)**
* Performed monthly reconciliations and analysis of all Balance Sheet accounts.
* Managed monthly consolidation process of all business units to ensure accurate and complete submission of financial data.
* Assisted business units in preparing opening balance sheets for acquisitions.
* Analyzed actual costs compared to budget and forecast while preparing variance analysis for management.

9/2008 to 4/2010 Big 4 CPA firm, New York, NY

## Senior Audit Associate

* Served as senior associate in-charge for firm audit engagements, which includes management of staff members, review of staff workpapers, and primary liaison between audit partner, manager, and client personnel.
* Responsible for the audit planning, fieldwork, and completion of all audit work through coordination of client deliverables.
* Performed detailed analytical procedures over all significant financial statement fluctuations
* Reviewed/analyzed client internal controls over financial reporting, identify issues, and involved in making recommendations to management.
* Managed client relationships and team members with aggressive timelines.
* Strong understanding and experience with US GAAP, US GAAS, PCAOB auditing standards, FASB, SEC and SOX.

# EDUCATION

5/2008 **Villanova University,** Villanova, PA

Masters of Business Administration in Corporate Finance

5/2006 **Rutgers University,** New Brunswick, NJ Bachelor of Science in Accounting

# CERTIFICATION

New Jersey Certified Public Accountant

# SKILLS

Knowledgeable in Word, Excel (Macros, Pivot Tables, V&H LookUps), Access, SAP, Hyperion Essbase, PeopleSoft and Oracle

Fluent in Spanish

**\*Although a one page resume is optimal do not exclude pertinent information in order to get to 1 page. A two page resume is acceptable so long as all the information presented is accurate and relevant.**