

# EMAC, FCCA

Senior Accounting Professional

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## PROFESSIONAL SUMMARY

Accomplished Accountant with over fifteen years of experience with Accounting Standards and Principles, Compliance Processes, Tax Returns and Statutory Regulations:

- Meticulously organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking, reporting, and auditing of financial records
- A wealth of experience in compiling financial statements, analysis, reporting, and audit engagements using various accounting and ERP software
- Dynamic individual who enjoys teamwork and fosters a collaborative culture

## CORE COMPETENCIES

Time Management  
Detail Oriented  
Interpersonal

Tax  
Regulatory Standards  
GAAP

Management Accounting  
Financial Statements  
Internal Controls

Leadership  
Payroll  
Audit

## EMPLOYMENT EXPERIENCE

### FINANCIAL CONTROLLER | [REDACTED]

August 2012 – Present

- Responsible for the financial reporting and management of a \$58M entity, directing the accounting for a range of companies across multiple industries including real estate, travel, construction, and manufacturing
- Lead and coordinate all activities, processes and systems ensuring generally accepted accounting principles are applied across all financial departments and are adhered to in the preparation of all financial statements and reports
- Produced 100% increase in Account Payable productivity by implementing computerised cheque preparation
- Achieved significant cost savings by bringing in-house the preparation of annual returns by spearheading the change start to finish, from project planning through to implementation & training
- Strengthened security of payment environment by reviewing and optimizing internal disbursement processes
- Apply organizational and task management skills to oversee fiscal responsibilities including cost accounting for manufactured products, gross margins, treasury, and cash flow management
- Audit internal controls and take corrective actions to address deficiencies immediately and mitigating future risks
- Achieve improvement to business processes by implementing greater transparency, better reporting and increasing profitability by identifying and successfully attaining maximum returns on change processes
- Oversaw payroll functions and related tax implications and reporting to government
- Act as Head of Administration responsible for all labour related matters including creating and implementing recruitment policy, Code of Ethics, overseeing payroll reconciliation and tax activities
- Use people management and leadership skills to provide guidance and oversight to staff

### CONTRACT ACCOUNTANT | [REDACTED]

June 2011 – August 2012

- Managed the accuracy and productivity of day-to-day financial activities and transactions
- Completed the postings of journal entries for accounts payable, accounts receivable, banking, payroll, and provincial/federal reporting requirements by using attention to detail
- Prepared, reviewed, and submitted internal and external financial reports
- Apply advanced mastery of financial analysis to conduct finance and variance analysis and provide clarifications
- Used organizational and technical skills to compile monthly pension fund report for investment portfolio clients specifically tailored to meet decision making information needs

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## EMPLOYMENT EXPERIENCE *Continued*

CONTRACT ACCOUNTANT | ██████████, Continued

- Reviewed monthly journals of investments transactions for pension clients, individuals, and pooled funds
- Prepared monthly and year-end operations and payroll bank account reconciliations for GL accounts backed by organized and thorough supporting schedules
- Supported and coached junior team members by using team player and collaboration skills

ACCOUNTANT | ██████████

*October 2009 – October 2010*

- Managed the accuracy and productivity of day-to-day financial activities and transactions
- Prepared, reviewed, and submitted internal and external financial reports using accounting expertise and time management skills
- Apply advanced mastery of financial analysis to conduct finance and variance analysis and provide clarifications
- Prepared monthly and year-end operations and payroll bank account reconciliations for GL accounts backed by organized and thorough supporting schedules
- Supported and coached junior team members be using team player and collaboration skills

ACCOUNTANT | ██████████

*April 2000-July 2008*

- Liaised with auditors to complete annual audits and maintain compliance with local requirements
- Directed team of four financial professionals, training each employee on job tasks and duties to be performed
- Oversaw the full accounting cycle including posting and adjusting journal and ledger entries, compiling, and analysing data, closing of the books, and preparing financial statements and reports for year end
- Established complete accounting structures, processes, and controls to meet business requirements
- Used analytical, proactive and customer service skills to investigate and resolve billing issues to minimize outstanding debts, manage AR balances and limit doubtful accounts
- Made use of multi-field expertise to process payroll, manage electronic deposits, and perform employee pay adjustments amongst other duties in ensuring accurate payroll processing
- Coordinated fixed asset additions and retirements including determinations of useful life and applying the appropriate accounting policy and standards as necessary
- Tracked and accounted for all capital spending against approved capital budgets

## EDUCATION

**Membership Examination: Accounting and Finance, ACCA, UK**

**AAT Levels 1-3: Accounting Technician, The Association of Accounting Technicians, UK**