

LAUREN A. NEILSON

20220 Easterby Street, San Bruno, CA 90661

email@address.com

XXX-XXX-XXXX

PROFILE

Upcoming MSBA graduate and CPA candidate with strong progressive track record in Accounting. Seeking senior level Accounting position.

EDUCATION

MSBA, Accounting, San Francisco State, San Francisco, CA, expected May 2008.

BA in Economics, University of California, Irvine, CA, December 2001.

EXPERIENCE

LANDEN FINANCIAL CORPORATION, San Francisco, California

Accountant, 3/07 to present

- Lead accountant for company subsidiary
- Prepare monthly financial statements and closing
- Reconciliation and GL posting for 20,000+ fixed assets and sales inventory for three entities
- Monitor loan obligations and payments
- Prepare bank compliance certificate monthly and quarterly
- Assist tax reporting for fixed assets (quarterly, property tax, forecast, etc)

NATIONAL PARKS ASSOCIATION, San Francisco, California

Staff Accountant, 1/05 to 2/06

- Reconciliation and posting monthly of GL accounts for National and Regional Offices
- Maintained checking account averaging \$2-\$3 million
- Coordinated and processed cash receipts and disbursements
- Initiated and managed all wire transfers in and out of company's multiple accounts
- Prepared weekly Liquidity Report to Finance analysis of cash receipts, disbursements, and transfers

ACTIVA WHOLESALE SUPPLIERS, San Jose, California, 4/03 – 11/04

Vendor Accounts Receivable Clerk, 6/04 to 11/04

- Billed back cost discrepancies, samples, damages to ensure updated information on inventory
- Communicated with vendors, brokers, sales managers, salesmen on competitive pricing
- Used Access to calculate and update contract product pricing
- Created and set up new bid pricing and order guides for specific customers

General Accounting Assistant, 4/03 to 6/04

- Maintained Collection Delinquency and AR Aging Analysis for financial projections
- Coded and processed payment of invoices and employee reimbursements
- Researched statements for outstanding invoices and followed up billing variances
- Disputed and clarified vendor payment inquiries for product purchases and deliveries

FINE FOODS INC, Salinas, California,

Bookkeeper/Executive Assistant, 03/02 to 01/03

- Administered payroll checks for approx 40 employees through ADP
- Processed A/P and A/R for restaurant and airline catering business
- Reconciled three bank accounts and sales transactions
- Managed and allocated petty cash expense

SKILLS: Proficient in Great Plains, FAS, Lawson, AS400, Word, Excel, Outlook; experienced in Access, Powerpoint, Peachtree, Adobe Acrobat.