

EMMANUEL OSEI OWUSU

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Objective: Motivated accounting professional excited to join a renowned company to add value to the growth of the Organization.

EDUCATION

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|-------------------------------------|-------------------------|------------|
| ❖ University of Ghana | BSC Admin in Accounting | 2010 Ghana |
| ❖ Institute of chartered Accountant | Accounting | 2001 Ghana |
| ❖ Ghana Banking college | credit Risk | 2012 Ghana |

SUMMARY OF WORK EXPERIENCE/PROFILE

- ❖ Ability to use excel summary tools like pivot tables to prepare monthly reports for management review
- ❖ Experience in accounting systems and correction entries like reverse/rebook and true-up adjustment
- ❖ Review Accounts receivable and payable system reports and experience in monthly reconciliation
- ❖ Have experience and understanding in monthly accounting cycles against deadlines
- ❖ Proficient in Microsoft Office-Excel processes like VLOOKUP, sorting and filtering, grouping, formatting, concatenate as well as pivot tables. Knowledgeable in Access
- ❖ Have very good verbal and written communication skills to convey messages among fellow employees.
- ❖ I enjoy working in a fast-paced environment because of my ability for effective time management
- ❖ Ability to use quick books, RVI Systems and Oracle software in decision making processes

WORK EXPERIENCE

UNITED LAUNCH ALLIANCE NOVEMBER 2021 – OCTOBER 2023

STAFF ACCOUNTANT (GENERAL LEDGER)

- ❖ Review financial statements, Journal Entries, Account Reconciliation, Fixed Asset , Balance Sheet Reconciliation, Account Payables & receivables
- ❖ Present quarterly and yearly financial reports to management

- ❖ Perform general bookkeeping and organize financial forms, documents and receipts.
 - ❖ Ensure all financial transactions within the company are accounted for and follow legal standards.
 - ❖ Analyze annual budget recording transactions in need of follow-up documentation.
 - ❖ Create personal and business invoices and request payment for services rendered.
 - ❖ Gather appropriate materials regarding yearly tax tables, instructions and forms to accurately calculate taxes for clients (USE & SALES TAX)
 - ❖ Plan, implement and supervise the company's financial strategy
 - ❖ Manage the company's financial accounts, payrolls, budget, cash receipts and financial assets
 - ❖ Handle the company's transactions and debts and do cash flow forecasting
 - ❖ Perform the company's financial audits
 - ❖ Follow proper accounting procedures to reach financial objectives
 - ❖ Monitor and analyze financial accounting data
 - ❖ Create financial reports based on data analysis
 - ❖ Make recommendations to business stakeholders
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- ❖ Collecting and analyzing data about a company's operational costs
 - ❖ Setting standard costs of manufactured goods
 - ❖ Developing and analyzing cost standards
 - ❖ Carrying out cost-volume-profit (CVP) analysis, including for small businesses
 - ❖ Establishing costs of business processes such as administration, labor, shipping, etc.

TRUMPET BEHAVIORAL HEALTH JUNE 2019 – OCTOBER 2020

STAFF ACCOUNTANT

- ❖ Process and support general ledger need for fixed assets, AR, cash and revenue, AP, amortized costs, balance sheet reconciliations.
- ❖ Manage all local licenses and taxes related to Company's business unit locations by complying with local filing requirements and returns
- ❖ Process and support of accounts payable
- ❖ Manage HRIS data in support of payroll
- ❖ Supports Director of Accounting in managing Company's adherence to GAAP accounting principles by establishing, monitoring, and enforcing policies and procedures
- ❖ Adhere to all company policies and procedures
- ❖ Prepare and post journal entries as assigned.
- ❖ Prepare sales tax returns as assigned.
- ❖ Reconcile general ledger accounts as assigned
- ❖ Review internal financial statements for accuracy and reasonableness as assigned.
- ❖ Reconciling cash weekly for the subsidiaries
- ❖ Assist in annual external audit

FOCUS PROPERTY GROUP (CONTRACT) NOVEMBER 2018 – MAY 2019

STAFF ACCOUNTANT

- ❖ Assist Property Accountants in preparation of monthly/yearly closings.
- ❖ Post and process journal entries.
- ❖ Perform reconciliations on accounts receivable and payable.
- ❖ Assist in preparing monthly bank reconciliations.
- ❖ Assist with reviewing expenses and analyzing variances to budgets.
- ❖ Prepare monthly schedules, analysis and reports in Excel.
- ❖ Prepare monthly, quarterly, annual sales/use tax returns and other similar state/local compliance reporting.
- ❖ Research and reconcile account discrepancies.
- ❖ Auditing and verifying documents.
- ❖ Follow internal procedures and controls.
- ❖ Financial and profitability analysis on a requested basis.
- ❖ Assist with other accounting projects.
- ❖ Review financial statements for accuracy and legal compliance
- ❖ Prepare and file tax returns
- ❖ Enter accounting related information into business logs
- ❖ Inspect account books for efficiency and accuracy
- ❖ Organize and update financial records
- ❖ Recommend ways to reduce costs and enhance revenue
- ❖ Perform monthly bank settlements
- ❖ Prepare documentation for external auditors
- ❖ General Ledger Reconciliation

Arrow Electronics September 2015 to October 2018

Accounting Analyst /Account Payable

Process all supplier accounting transactions listed above, utilizing web-based applications, Oracle financials 11i, and our mainframe system. Serve as primary accounting contact for our suppliers and internal Arrow departments

Review and resolve supplier disputes and payment discrepancies

Coordinate your work with other team members assigned to your group

- ❖ Review all invoices for appropriate documentation and approval prior to payment (Minimum 350 invoices per weekly)
- ❖ Process 3-way P.O. matching invoices and site provided proof of receipt
- ❖ Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
- ❖ Aging report analysis and tracking
- ❖ Respond to all vendor inquiries
- ❖ Reconcile vendor statements, research and correct discrepancies
- ❖ Research and resolve customer issues and discrepancies (short paid invoices)
- ❖ Effective communication to improve processes
- ❖ Assist in monthly closing (General ledger)
- ❖ Resolve invalid or unauthorized deductions
- ❖ Account Reconciliation
- ❖ Assists accounting personal as necessary
- ❖ Post customer payment by recording checks
- ❖ Resolve discrepant or disputed issues relating to vendors in the portfolio
- ❖ Batch and enter utility invoices
- ❖ Research statements
- ❖ Troubleshooting/reconciliations
- ❖ Assist with other projects as needed

STANBIC BANK GHANA February 2003 - July 2015

CREDIT ANALYST / RISK

- ❖ To hunt for and secure new high value commercial business opportunities by performing a proactive, mobile, value adding financial partnership role in the commercial market (SME and Commercial segments).
- ❖ To market a comprehensive range of customized business financial solutions, tailored to meet customer needs in terms of business growth and potential.
- ❖ Proactively prospecting for and selling structured financial solutions to new to bank business customers in the Commercial and SME segments.
- ❖ Promoting, providing advice on, selling and structuring a wide and diverse range of financial solutions customized to best meet the financial needs of high value commercial customers.
- ❖ Developing and implementing a calling schedule for business leads to establish financial needs and to assist potential new business clients to better understand their financial options
- ❖ Performing a proactive liaison role between customers and back office service fulfillment and credit functions to get new business onto the books.
- ❖ Notifying customers regarding the approval/ decline of credit loan facilities, which also entails, keeping the client au-fait or informed during the credit process.
- ❖ Complete disclosure to the customers in terms of accreditation, service fees, and commission
- ❖ Provide coaching to Account Analyst to ensure that work standards and quality work output targets are set, achieved and maintained.
- ❖ Manage day-to-day accounting operations and ensure that there is a redundant process backup in place for every critical operation
- ❖ Evaluate and manage the bank's risk when lending, in close co-operation with Credit modules and the Retail Credit Centre.
- ❖ Ensure that initial arrears recovery procedures are followed.
- ❖ Refer non-performing loans (over laid-down limits) to Managed Accounts as soon as possible.
- ❖ Early detection of potential bad debts
- ❖ Monitor daily excesses and authority-sought requests to ensure that client facilities are managed within the parameters set by Credit/ in conjunction with the Credit Modules.
- ❖ Complete Annual credit reviews for the portfolio.

ACCOUNTING SOFTWARES

- ❖ SAP
- ❖ ORACLE 11
- ❖ QUICK BOOKS
- ❖ EXCEL (VLOOKUP, sorting and filtering, grouping)
- ❖ YARDI
- ❖ SAGE BUSINESS CLOUD
- ❖ NETSUITE
- ❖ BILL.COM
- ❖ GUSTO