

EUNICE ASARE-BAFFOUR

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PROFESSIONAL SUMMARY

Accounting and finance professional with over eight (8) years of experience in finance, accounting, and bookkeeping. Possess strong analytical and problem-solving skills, with the ability to make well-thought-out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet, and ethical.

EDUCATION

IE BUSINESS SCHOOL

International MBA, Finance Major

MADRID, SPAIN

SEPT. 2018 – JUL. 2019

PENTECOST UNIVERSITY COLLEGE

Bachelor of Science, Accounting

ACCRA, GHANA

SEPT. 2006 – APR. 2010

LICENSES AND CERTIFICATIONS

INTUIT QUICKBOOKS

- QuickBooks Online Certified ProAdvisor

ISSUED JUNE 2022

JUNE 2022 – MAY 2023

CORPORATE FINANCE INSTITUTE (CFI)

- Certified Financial Modeling & Valuation Analyst (FMVA)

ISSUED JUNE 2020

No Expiration Date

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

- Actively studying towards full certification

DEC. 2019 –

PROFESSIONAL EXPERIENCE

ACLEVER BOOKKEEPING, LLC

Owner/Independent Contractor / Virtual Bookkeeper

- QuickBooks Online subscription selection based on the business industry
- Setting up new company accounts and managing Chart of Accounts
- Recording, categorizing, and data entry of financial records
- Bank and credit card reconciliation
- Manage all aspects of accounting: accounts payables, and accounts receivables
- Creating invoices and Bills
- Creating estimates
- Creating Purchase Orders
- Creating monthly and annual financial statements

CASPER, UNITED STATES

NOV. 2021 – PRESENT

ART COMPUTER

Accounting Specialist

- Responsible for reconciling payments and accounts
- Accounted and tracked receivables, including outstanding invoices, and ensured that customers pay those invoices on time.
- Responsible for ensuring that all supplier invoices are paid on time
- Participated in the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewed journal entries, and account balance reconciliations
- Kept daily track of the banks and ensured that daily balances matched with banks in SAP
- Assisted with a compilation of information for the preparation of tax returns
- Analyzed the effect of statutory accounting practices and studied regulations and guidance to ensure correct application of Generally Accepted Accounting Principles

MADRID, SPAIN

AUG. 2021 – NOV. 2021

DIGITAL SMILE DESIGN

Financial Analyst

- Consolidated the financial data of the business units in Spain, Brazil, United States, United Kingdom, and China and elaborated the monthly/quarterly/bi-annual/yearly reporting packages with relevant KPIs
- Prepared management reporting of financial results for assigned functional areas
- Analyzed current and past trends in key performance indicators including all areas of P&L and Balance sheet
- Monitored performance indicators, highlighting trends, and analyzing causes of unexpected variance

UNITED STATES & SPAIN

JUL. 2020 – FEB. 2021

- Worked collaboratively with the Finance Director, and other finance team members to ensure continuity of business knowledge and execution of the responsibilities related to planning and budgeting, forecasting, and management reporting
- Support Finance Director with strategic and operational planning and implementations
- Prepared the financials for the bimonthly Business Review sessions with the Group Executive board
- Responsible for presenting monthly P&L performance to senior cluster leaders, General manager, and Finance Director
- Routine communication with the finance outsourcing firms relating to financial close, issues, and deliverables
- Ensure proper closing of the books in collaboration with the accounting team
- Responsible for issuing and tracking monthly subscription invoices to some selected clients for two of the subsidiary companies
- Responsible for extracting bank statements to prepare monthly P&L and balance sheet statements for two of the subsidiary companies
- Developed and implemented the Accounting Procedures for all our business entities
- Developed a new template for financial reporting for all our business units

ELECTROFAX GROUP OF COMPANIES (GH) LTD

Accountant/ Internal Control Officer

TARKWA, GHANA

OCT. 2011 – JUL. 2018

- Involvement in consolidation and preparation of Group financial reports on an annual basis
- Skilled in financial analysis, payroll processing, accounts payable, accounts receivable, general ledger, journal entries, inter-company reconciliations, and bank reconciliation
- Analyzed and delivered key revenue and profitability reports, on a weekly and monthly basis, for all levels of management
- Analyzed credit records and ledgers of sales, purchases, assets, liabilities, income, and equities to draft reports
- Ensured that VAT and other tax declarations are prepared and filed promptly
- Coordinated with external auditors to ensure timely completion of audit requests, and aided in the research and analysis of audit issues raised
- Established and managed the processes for financial forecasting and budgets, and oversee the preparation of all financial reporting and financial plan
- Comparing historical results against budgets and forecasts, and performing variance analysis to explain differences in performance and make improvements going forward
- AP/AR processing: receives, organizes, distributes, processes, and files all original accounts payable/receivable invoices, treasury movements, and other basic accounting documents
- Analyzed and delivered key revenue and profitability reports, on a weekly and monthly basis, for all levels of management
- Monitored and implemented internal controls in conjunction with corporate policies as necessary to ensure reporting integrity, safeguard company assets, and identify risks and design mitigation controls to effectively remediate the potential risks

ELECTROFAX GROUP OF COMPANIES (GH) LTD

Graduate Account Officer

TARKWA, GHANA

APR. 2010 – SEP. 2011

- Performed monthly control account reconciliations for petty cash, and bank account statement
- Involved in the preparation of annual financial statements
- Worked with our external auditors to respond to tax audit queries from Ghana Revenue Authority (GRA) on the examination of the company's accounts from 2010 to 2014
- Together with our external auditors, I provided evidence, responses, and analysis to GRA queries resulting in a 50% reduction in tax liability as per the initial assessment by the tax authorities
- Prepared pro forma financial and profitability reports. Tracked project financial flows, comparing actual flows to budgets, and maintaining variability reports

GHANA CEMENT COMPANY

Accountant Intern

TAKORADI, GHANA

JUN. 2009 – AUG. 2009

- Reconciliation of customer balances
- Validated general ledger accounts for balance sheet reconciliation
- Liaised with warehouse and purchasing department to correct errors on customers' invoices, waybill, and purchase orders

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, Powerpoint), SAP ERP, Quick Books, Google Drive, Dropbox, Zoom

LANGUAGES

English (Native), **Spanish** (Intermediate), **French** (Basic)