

Juan Manuel Saucedo

Aurora, CO 80010

saucedojm228_ehb@indeedemail.com

303-596-0673

Professional Summary

Accountant with 8+ years of experience in GAAP compliance, financial reporting, and process optimization within the transportation and logistics sector. Proven track record in leading AP/AR teams, streamlining workflows, and ensuring tax compliance for 1,200+ vendors. Bilingual (English/Spanish) with strong analytical and problem-solving skills.

Work Experience

Accounting Supervisor

Integrity Express Logistics-El Paso, TX

August 2024 to May 2025

- Supervised AP/AR departments, overseeing daily processing of 1,000+ invoices monthly.
- Supported Controller in budgeting, account reconciliations, accruals, tax compliance, audits, and month-end close.
- Trained and mentored a team of employees, improving efficiency by 90%.

Staff Accountant

Sun City Group, Inc-El Paso, TX

May 2022 to July 2024

- Assisted Controller with metrics and analytics to support CFO requirements.
- Prepared tax forms for 1099-MISC vendors and calculated accruals.
- Performed account reconciliations, journal entries, and month-end close processes.

Accounts Payable/Receivable Specialist

Sun City Group, Inc-El Paso, TX

August 2016 to April 2022

- Prepared journal entries for cash, prepaid expenses, and cost accruals.
- Ensured tax compliance and processed 1099-NEC forms for 1,200+ vendors.
- Managed vendor relations to streamline payment processes.
- Maintained documentation for audits and compliance purposes.

Education

BBA in Accounting

The University of Texas-El Paso, TX

May 2021 to May 2021

MBA in Quality Control

The University of Texas-Tyler, TX

December 2020 to December 2020

BBA in Operations and Supply Chain Management

The University of Texas-El Paso, TX

May 2014 to May 2014

Skills

- Customer Service
- QuickBooks (Online & Desktop)
- SAGE
- Vendor Management
- Bookkeeping
- Financial Analysis
- Workday
- TMS (Salesforce, Turvo, KeyPoint)
- GAAP Compliance
- Analytics & Tools: Microsoft Excel, Tableau