

Yixuan Li

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Qualifications

- Detail-focused Full-Charge accountant, trackable record of accurately and efficiently supporting overall accounting activities.
- Solid knowledge of accounting and auditing principles, payroll, invoicing, taxation issues, and regulatory compliance guidelines.
- Prepared Balance Sheet Reconciliations with a deep understanding of account balances and conducted research to address any variances, ensuring accuracy and completeness.
- Proficient in developing Profit and Loss statements monthly, quarterly, and annually; Finalizing Balance Sheets for management within deadlines.
- Capable of analyzing cost control and providing trustable financial information to supports corporate goals and objectives.
- High degree of accuracy and attention to detail
- Solid data entry skills along with a knack for numbers
- Strong Interpersonal Skills
- Proficiency in MS Office Suite, including Excel skills
- Expertise: MS Office (Word, Excel, Access, Outlook, PowerPoint), FreshBooks, Sage, QuickBooks, Microsoft Dynamics.ERP Systems.
- Accurate Data Entry.
- Passed CPR and First Aid training tests multiple times in China.

Professional Experience

Deluxe Home Of USA INC

Houston, USA

Senior Accountant

Feb.2022– June.2023

- Payroll Tax reconciliation
- Manage all office invoicing
- Verify the accurate and timely payments are made to vendors according to specific due dates
- Manage all company collections and run reports
- Track and request missing timesheets, identify and correct import errors
- Process all functions related to garnishments
- Communicate with customers and clients
- Oversee office operations and supplies
- Initial setup and management of the company QuickBooks, Responsible for payroll to 20 employees every weeks.
- Responsible for preparing various statements and communicating with other country group companies.
- Reconcile bank accounts.
- Coordinates communication with internal departments to ensure proper allocation for funds received.
- Processes revenue activity.
- Process payments, both checks and credit card.
- Reconcile vendor statements.
- Reconcile monthly company credit card transactions.
- Initial setup company Texas Workforce Commission account, Responsible for calculating and paying employees income tax.
- Perform P&L statements and management reports. Complete bank reconciliations: Generates and sends out invoices and collect on overdue accounts.
- Reconcile monthly company credit card transactions.
- Setup and manage project accounts.
- Research and resolve billing and collections disputes.
- Cost data collection, track monthly balance and complete report.
- Compare the company's monthly income and expenditure, prepare monthly budget statements.
- Responsible for Perform HR functions for new & current employees and maintain personnel files. Plus, assist with recruiting, hiring, and onboarding activities.
- Reconcile bank and credit card accounts, noting discrepancies.
- Used Quick Books Systems.

GoBravura Home Product company

Houston, USA

Senior Accountant

Jan. 2020–Dec.2021

- Provide accounting leadership for GoBravura Home Product company, Houston.
- Perform P&L statements and management reports. Complete bank reconciliations: create invoices and collect on overdue accounts.
- Research and resolve billing and collections disputes.
- Process payments, both checks and credit card.
- Reconcile vendor statements.
- Preparing statements.
- Reconcile monthly company credit card transactions
- Cost data collection, track monthly balance and complete report.
- Applying costs to inventory, products and services.
- Reconcile bank and credit card accounts, noting discrepancies.
- Used Quick Books Systems.

Power Corporation of China (Publicly traded company) sichuan, China

Senior Accountant

Apr. 2012–June 2019

- Provide accounting leadership for Power Corporation of China , Sichuan Division (approximately \$2M revenue).
- Manages about 200+ employees information in the ERP system; such as, creating new employees, employee benefit reporting, organizational units and positions.
- Perform P&L statements and management reports. Complete bank reconciliations: create invoices and collect on overdue accounts.
- Research and resolve billing and collections disputes.
- Manage payroll and prepare payroll tax returns.
- Manages payroll, performance and training of 500 employees, various insurance and retirement plan implementation.

- Used ERP Systems.

Interact with external clients and vendors on a regular basis, cultivating strong professional relationships.

Power Corporation of China (Publicly traded company) sichuan, China

Staff Accountant

Dec. 2010– Apr. 2012

- Managed financial transactions and record keeping for Power Corporation of China , Sichuan Division.
- Compiled statistical reports for management, and generated invoices and monthly statements.
- Communicated with clients to address inquiries and resolve issues.
- Manages about 200+ employees information in the ERP system; such as, creating new employees, employee benefit reporting, organizational units and positions.
- Ensured accurate and timely processing of accounting data.
- Manages payroll, performance and training of 200 employees, various insurance and retirement plan implementation.
- Used ERP Systems.

Power Corporation of China (Publicly traded company) sichuan, China

Integrated Human Resources and financial manager

Sep. 2003– Nov. 2010

- Provide HR leadership for Power Corporation of China, Sichuan Division (approximately \$2M revenue).
- Directly Reports to the corporation's President

- Manage, administer, and educate employees on our benefits, leave, and retirement plans.
- Manages about 200+ employees information in the ERP system; such as, creating new employees, employee benefit reporting, organizational units and positions.
- Drive the implementation of HR programs, compensation, employee development & performance management.
- Recording keeping for employee training, ensure compliance with state and national regulations and laws.
- Interpreted job description to determine appropriate salary level according to compensation guidelines and policy.
- Implement and administers special compensation programs or incentive systems for all employees or for specific groups to support the organization's objectives.
- Prepares Bonus payment information for Payroll to process for quarterly, semi-annual and annual bonus programs
- Daily scanning, preparation, and review of vendor invoices
- Assists in the preparation of the annual budget and forecasts; reports significant budget differences to management.
- Used ERP Systems

Educational Background

Bachelor's Degree in Accounting (2003)

Xidian University

Xian'an, Shan'xi, China

Language

Mandarin

English

Honors and Awards

- Exceptional employee for the year of 2011, Sichuan Province grid corporation.
- Excellent Academic Scholarship, 2001, Xidian University, Xi'an, China