

**OYEBOLA ORISANMI ABISOLA, BSc, FCA, ACIT, DipIFR (ACCA)**

**Location:** Harrisburg, PA 17110

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**PROFILE**

I am a resourceful, commercially-minded finance professional with consultancy experience. I have strong analytical and report writing skills along with a proven track record in assisting businesses formulate strategies for improving their financial performance.

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**PROFESSIONAL EXPERIENCE**

**Staff Accountant**

*West Shore Home LLC • 10/12/2022 till date*

**Responsibilities not limited to:**

- Prepare adjusting journal entries, monthly preparation and reconciliation of sales commission accruals and prepayment during month end closing.
- Daily reconciliation of Employee Advances by ensuring funds incurred by employees are acceptable to be expensed by the company.
- Calculation and posting of journals relating to sales rebates for transactions incurred in Lowe's.
- Monthly accruals of expenses (cleaning, utilities and trash) by ensuring proper provisions have been made for invoices not received.
- Assist in the preparation of financial reporting and ensuring supporting documents are provided when needed by external auditors,
- Weekly review of PNC Visa Credit Card by ensuring proper coding of expenses to the appropriate general ledgers.
- Daily review and analysis of expenses incurred and ensuring all invoices have been properly batched for timely payment.
- Weekly review and preparation of financial statements for regions assigned to me, by liaising with the Financial Controller and General Managers.

**Accounts Payable Specialist**

*West Shore Home LLC • 10/12/2020 to 10/12/2022*

**Responsibilities not limited to:**

- Ensure order based and expense-based invoices are captured properly on Medius by making sure that the job number, PO number, Invoice numbers with total amount and tax amount agree with the invoices imported into Medius.
- Reviewing and posting of order-based invoices and expense-based invoices with the new automated system Medius by ensuring that all invoices captured are properly connected with the goods received notes and Pos.
- Ensure AP Vouchers tie to the amount in the invoice before matching and posting the invoices
- Reconciliation of Vendors account with Westshore Homes on a regularly basis.
- Create necessary credit memo notes and ensure proper cash matching of credit memo to invoices.
- Handle work by first working on the highly important task to minimize confusion.
- Do a follow up with warehouse managers by sending emails for receipts of PO not yet done.
- Carry out any other job as designated by my line manager.

### **Accounts Payable Specialist**

*Robert Half: (Accounttemp to West Shore Home LLC • 02/2020 – 10/2020)*

#### **Responsibilities not limited to:**

- Creation and posting of account payable vouchers (APV) for Vendors.
- Ensure APVs tie to the amount on the invoice before matching and posting the invoices.
- Reconciliation of vendors account with West Shore Home on a regular basis.
- Create necessary credit memo notes and ensure proper cash matching of credit memo to invoices.
- Carry out any other job as designated by my line manager.

### **Account Payable Clerk**

*Lintas Consulting Company • 02/2019 – 01/2020*

#### **Responsibilities not limited to:**

- Performed accurate and fully compliant monthly closing processes, accruals and journal entries
- Ensured proper accountability of all payments and expenditures including payroll, purchase orders, invoices, and statements
- Eliminated inaccuracies in accounts payable payments by verifying information prior to generating checks and electronic payment transfers
- Prepared and designed Asset Register
- Reviewed bank reconciliation with accounting and administrative control
- Verified vendors' accounts by reviewing documentation, rectifying issues, contacting account holders, paying vendors by prioritizing paychecks and ensuring payments are received for outstanding credits.
- Prepared analysis of accounts payable by creating monthly reports and updating vendor balance sheet
- Reviewed petty cash ledger and bank ledger
- Continually improved the payment process

### **Financial Controller Financial Reporting/Treasury Management**

*Capricorn Digital Limited • 05/2017 – 12/2018*

#### **Responsibilities not limited to:**

- Assessed compliance with financial regulations and control by executing audit programs steps, testing general ledgers, account balances, statement of financial position, statement of profit and loss and other comprehensive income and related financial statements, examining and analyzing records, reports, operating practices and documentation
- Oversaw the cashflow, revenue, and overall finances of the organization
- Regularly reconciled account receivables and account payables
- Assisted in the development and implementation of goals, policies, and procedures relating to financial management, accounts, budget, and payroll
- Prepared and designed Asset Register
- Reviewed bank reconciliation with accounting and administrative control
- Ensured accurate reporting of revenue
- Assisted in auditing activities by providing necessary information and preparing requested documents by external auditors.
- Reviewed petty cash ledger and bank ledger

## **Senior Associate**

*Crowe Horwath Dafinone (Chartered Accountants) • 10/2011 – 05/2017*

### **Responsibilities:**

- Ensured compliance with established internal control procedures by examining records, reports, operating practices, and documentation with verification of internal control system put in place by clients.
- Assessed compliance with financial regulations and control by executing audit program steps, testing general ledger, account balances, statement of financial position, statement of profit or loss and other comprehensive income, and related financial statements, examining and analysing records, reports, operating practices and documentation
- Assessed risks and internal controls by identifying areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses, inefficiencies, and operational issues
- Reviewed and prepared bank reconciliation statements
- Prepared accounts for clients with incomplete records
- Identified and communicated issues while offering recommended solutions relevant to the business.
- Conducted assigned audit engagements successfully from beginning to end

## **Audit Associate**

*AAE Professionals (Chartered Accountants) • 07/2009 – 10/2011*

### **Responsibilities:**

- Reviewed audit work carried out by members of clients' internal audit department
- Analysed and reported recommendations of key audit findings to senior management
- Prepared and presented financial statements/final accounts and ensured these statements were in accordance with the acceptable accounting standards
- Reconciled bank statements
- Performed tax computation and consultancy

## **Audit Trainee**

*Gbenga Badejo & Co (Chartered Accountants) • 09/2008 – 07/ 2009*

### **Responsibilities:**

- Carried out external audit
- Prepared audit program
- Verified the accuracy of records
- Reviewed audit work carried out by members of clients' internal audit department
- Presented audit issues to management
- Ensured follow up of audit recommendations implementation
- Carried out monthly stock count and reconciliation

## **SKILLS**

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- Self-motivated & determined
- Meticulous attention to detail
- Ability to flourish in a fast-paced, complex environment
- Willing to adapt to change
- Great communication skills

## EDUCATION AND QUALIFICATIONS

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### ▪ Professional Qualification:

- Education completed is equivalent to a Bachelor Degree in the United States.  
(Evaluation from NASBA International Evaluation Services and World Evaluation Services Inc)
- Diploma in International Financial Reporting Standards (DipIFRS) (ACCA) (January 16, 2017)
- Fellow Member of The Institute of Chartered Accountants of Nigeria (ICAN) (April 20, 2016).
- Associate Member of The Chartered Institute of Taxation (CITN) (May 2015)

- **Bachelor of Science- Home Science & Management:** (Second Class Lower) Federal University of Agriculture, Abeokuta, Ogun State. (February 1999 – July 2003).
- **Senior Secondary Certificate Examination (SSCE):** Festac Grammar School, Festac Town, Lagos State. (September 1991-June 1997).

### ▪ COMPUTER PROFICIENCY

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- Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Caseware Software

## REFERENCES

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