**ACIREMA BASTIDA**

acirema@msn.com

Miami, FL 33126

(786) 505-6826

**EDUCATION:**

Master of Business Administration December 2013

Florida International University

Bachelor of Science in Accounting December 2007

Major: **Accounting**

Barry University, Miami Shores, FL

Ionfi, LLC, New Orleans, LA May 2024 – Present

**Bookkeeper**

* Accounts Payable
* Bank Reconciliation
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging, Budget)

Maira Morales DDS, Miami, FL 2022 – Present

**Bookkeeper**

* Bank Reconciliation
* Financial Reports (P&L, Balance Sheet)

World Industries, Miami, FL 2022 – Present

**Bookkeeper**

* Bank Reconciliation
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging)

Kore Logistics Inc, Miami, FL 2022 – Present

**Finance Manager**

* Accounts Payable
* Account Receivable
* Bank Reconciliation
* Sales Taxes
* Payroll
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging, Statement of Cash Flow, Budget)

Account Ability, LLC, Miami, FL

**Staff Accountant**  2008- Present

* Personal Taxes
* S-Corp and Partnership Taxes
* General Bookkeeping

Gas Plumbing Technologies, Miami, FL 2008 - Present

**Accountant**

* Accounts Payable
* Account Receivable
* Bank Reconciliation
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging, Budget)

Doral Imaging Institute, Miami, FL 2013-2015

**Accountant**

* Bank Reconciliation
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging, Budget)

Swisssol USA, LLC, Miami, FL 2009 – 2012

**Bookkeeper**

* Accounts Payable
* Account Receivable
* Bank Reconciliation
* Sales Taxes
* Financial Reports (P&L, Balance Sheet, A/R Aging and A/P Aging, Budget)

Toys R Us, Miami, FL 2001- 2002

**Sales Associate**

* Guest Relations
* Tracking and Ordering Inventory

Eckerd Drugs (CVS Pharmacy), Miami, FL 1999- 2001

**Service Assistant**

* + - * Monitored and supervised 9 employees/ Responsible for the overall operations of the store.
			* Customer Operations/ Personnel Scheduling
			* Ordering Inventory
			* Store Deposits

**AFFILIATIONS**

Henry M Flagler Elementary PTA 2022 -2023

**Treasurer/VP of Fundraising**

* Handle purchase orders and any monetary transactions needed by the association
* Organized fundraising events

Accounting Association 2005 – Dec 2007

Barry University, Miami Shores, FL

**Treasurer**

* Handle purchase orders and any monetary transactions needed by the association

**Historian**

* Keepsake of the clubs activities

**COMPUTER SKILLS**

* Cerner
* Microsoft Office
* PeopleSoft
* Clairvia
* Taleo
* Kronos
* EPSI
* Clairvia
* ProSeries/ATX Tax

Software

* QuickBooks
* Peachtree
* MedAsset Knowledge Source
* Laser Arc
* AS/400
* Lawson
* Ascend/ImageNow
* Meditract
* Ntracts
* Sage
* Extensiv
* SoapBox

**LANGUAGES**

* English
* Spanish