Andre’A Taylor, CB

5 Shell Court Apt 101, Hillsborough, NJ 08844

(510) 239-7920 andrea@alareebookkeeping.com

**Education**

**Howard University,** Washington, DC

Bachelor’s in business administration in Accounting

**Skills:** Proficient in Oracle Fusion, Expensify, NetSuite, Tipalti, Namely, Cadency, QuickBooks, Sage Intacct, FloQast, Bill.com

**Work Experience**

**A’La’Ree Bookkeeping,** Owner, Oakland, CA January 2019-Present

* Performed Monthly Bookkeeping services that included, but were not limited to:
	+ Preparing the Bank and Credit Card Reconciliations
	+ Creating schedules for Prepaids, Depreciation, and Amortization
	+ Operating Accounting Software (inputting data)
	+ Preparing Financial Statements (Profit and Loss; Balance Sheet)
	+ Handling Collections; Making Collection Calls and Maintaining payments schedule
	+ Recording General Journal Entries
	+ Categorizing monthly expenses from bank statements

**Robert Half International,** Senior Associate, Oakland, CA June 2019- April 2020

Lending Club

* Monitored and reconciled the company’s main bank accounts weekly
* Worked closely with FP&A team and business owners to capture accrued expenses
* GL reconciliations; maintained accurate monthly ending balances of assigned GL accounts
* Prepare monthly/quarterly/annual flux analyses
* Assist with external audit process including preparation of supporting audit schedules

**Lumos Labs Inc,** Staff Accountant, San Francisco, CA July 2017 - March 2019

* Helping to increase efficiencies by driving process improvements including assisting in developing and implementing policies
* Accurately and efficiently reviewing, processing and obtaining approval for vendor bills
* Reviewing and processing employee expense reports while ensuring employees were in compliance with company polices
* Preparing and submitting VAT and other misc tax fillings
* Performing month-end close procedures including bank reconciliations, generating journal entries for accruals, and answering questions about any changes month over month using a flux analysis