

Andre'A Taylor, CB
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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

Effectus Group, Senior Accountant, San Francisco, CA (Part-Time) April 2020 – June 2023

- Assisting with monthly financial statement close process and financial statement tie-outs for a large SPAC transactions
- Trained employees associated with the financial process
- Assisting in the preparation of balance sheet and income statement reconciliation
- Experience working in complex ERP systems
- Working with auditors to provide supporting client documentation

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 policies
- 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

KPMG LLP, Audit Associate, San Francisco, CA

August 2015- May 2017

- Assisted in carrying out quality audit services to clients in the healthcare industry
- Performed procedures over significant accounts such as claims payable & operating expense
- Documented facts and findings of samples through a tick mark system and additional footnotes as needed
- Conducted follow up with client regarding any exceptions or discrepancies noted during the testing process
- Assisted in-charge in obtaining all necessary audit work papers, updating the work papers per the engagement and placing them into the E-Audit file for senior review
- Assisted in the tie out's of financial statements from the lead sheets to verify all numbers were consistent prior to sign off