

Bianca Ellis

(703) 687-1556;
www.linkedin.com/in/BiancaEllis

Biancaellis09@gmail.com

SENIOR ACCOUNTING AND FINANCE PROFESSIONAL

Analytical, detail-oriented, efficient and organized accounting professional with extensive experience in accounting functions. Ascertains needs and goals, streamlines existing operations, turns around unprofitable functions, envisions new concepts, and follows through with development, direction, and accomplishments. Computer savvy individual with training and research development in applying comprehensive knowledge of AICPA accounting standards and procedures and U.S. GAAP. Strong combination of software knowledge with proven leadership and interpersonal skills. Excellent written and verbal communicator who demonstrates professionalism and strengthens the company image. Open to travel.

KEY PROFICIENCIES

- | | | |
|-----------------------------|-----------------------|----------------------|
| ❖ Financial Reporting | ❖ Tax Preparation | ❖ Microsoft Office |
| ❖ Payroll Accounting | ❖ Public Accounting | ❖ Project Accounting |
| ❖ Full Cycle Bookkeeping | ❖ State and Local Tax | ❖ Budgeting |
| ❖ Payroll Processing | ❖ Bank Reconciliation | ❖ Financial Analysis |
| ❖ Month-End Journal Entries | ❖ Sales/Use Tax | ❖ Month End Close |
| ❖ Payroll Reporting | ❖ General ledger | ❖ Project Review |

Accounting Software

Intuit QuickBooks Desktop and Online | Intuit Lacerte | Intuit EasyAcct | SAP | ADP | Microsoft Dynamics SL| COINS | Bill.com | Unanet
| TrackVia

PROFESSIONAL EXPERIENCE

PROJACCT WORKFLOW –LEESBURG, VA 2016

Owner—May 2019 to present

We believe in providing accounting and consulting services that you can trust. The happiness and satisfaction of our clients is our number one priority. We are committed to performing our services with integrity, excellence, and professionalism. We believe in collaborative solutions, providing thought provoking ideas, and a streamlined workflow philosophy. This philosophy underlines our approach to serving each and every one of our valued clients.

Responsibilities:

- | | |
|---------------------------------------|---|
| • Client Invoicing | • Journal entries |
| • Accounts Receivable | • Cash Flow / Budgeting |
| • Vendor Payments | • Financial Statements & Reports |
| • Accounts Payable | • Monthly, Quarterly Year-End Review |
| • Bank and Credit Card Reconciliation | • Financial Analysis |
| • General Ledger / Payroll Entry | • Prepare all reports needed for CPA at year end for tax purposes and audit |
| • Sales Tax payments and returns | • Training and Development |
| • Fixed asset management | • Recruiting |
| • Payroll including all tax filings | • Accounting System Implementation |
| • Purchase and sales orders | |

SOUTHLAND INDUSTRIES –DULLES, VA 20166

Full-time: Division Finance Manager—February 2016 to August 2021

Responsibilities:

- Developed Financial Reporting metrics for projects performance including a margin impact workbook, cost vs billing analysis, and financial abstracts.
- Directly manage project accounting team members and portfolio of projects as well division accounting tasks including but not limited to payroll, accounts payable, accounts receivable, inventory, and tax.

- Recruit, assign, coach, counsel, and discipline employees; communicate job expectations; plan monitor, appraise, and review job contributions; plan and review compensation actions; and communicate and ensure adherence to policies and procedures.
- Coordinate the collection, consolidation, and evaluation of financial and sales data. Improve financial status by analyzing results; monitoring variances; identifying trends; preparing standard and custom financial reports; and recommending actions to management and staff.
- Guide staff by researching and interpreting accounting policy, applying observations and making recommendations. Respond to internal and external customer inquiries in a timely manner.
- Considered a power user for the COINs system, including participating in user testing for new enhancements and assisting with ongoing development testing. Also ensures users are able to effectively use ERP and related systems for planning, recording and managing projects and financials. Provide training as needed to ensure users understand processes and IT systems related to their financial transactions.
- Maintain knowledge of best practices, and current and proposed legislation and regulation; recommends changes to policies and procedures to ensure compliance and promote best practices.

COMPUTER SCIENCES CORPORATION {CSRA}--STERLING, VA 20167

Full-time: Advisor Accountant—March 2015—February 2016

Responsibilities:

- Rehired to perform special projects associated with acquisitions, process documentation for the tax department, and SAP system documentation.
- Perform research and analysis associated with the complex transactions or arrangements of payroll tax matters in a timely manner.
- Actively interact with CSC's external auditors, advisors or consultants on complex payroll tax matters.
- Develop and provide relevant and timely training to all finance and accounting professionals that require technical training for compliance or business development purposes; prepare or develop applicable tools and checklists.
- Contribute to process improvements and implementation of automated financial tools.
- Review other tax accountant's duties (i.e. tax equalization, ticket responses, etc.)
- Assist benefit accounting with tax allocations and calculations for stock options.

Reason for leaving: company split and was acquired by SRA.

NAVIGATIONARTS- MCLEAN, VA 22102

Full-time: Senior Accountant-- July, 2013—February, 2015

Responsibilities:

- Completed month-end close process.
- Ensured accuracy of financial information in accordance with GAAP and internal company policies.
- Performed account analysis and reconciliations for multiple general ledger accounts; Identify anomalies and process correcting entries as necessary.
- Responsible for fixed assets, accrued expenses, prepaid expenses, and depreciation schedules and analysis.
- Reconciled cash accounts.
- Prepared monthly financial reports to include balance sheet, profit and loss, and forecasted cash flow statements.
- Created and maintained accounting files and documentation.
- Set up new projects in financial system and in time tracking system.
- Ensured the billing and financial system are reconciled on a monthly basis.
- Responsible for overall Accounts Receivable process to include client invoicing and reporting.
- Prepared monthly invoices for all T&M and Fixed Price contracts – ensuring all necessary backup requirements are included.
- Ensured semi-monthly payrolls are processed in a timely and accurate manner. Ensure compliance with all federal, state, and local taxes.
- Ensured that all changes to payroll are processed accurately (including salaries, deductions, tax updates, direct deposits, and garnishments/tax levy compliance).
- Prepared and recorded all payroll journal entries. Maintained accurate payroll records.
- Managed and ensured compliance with the internal invoice approval process.
- Maintained vendor files to capture and record proper back-up files for research and reference.
- Monitored accounts to ensure payments are up to-date.
- Reviewed and updated contracts for SOWs, MSA, and employment.
- Assisted project managers with accurate tracking and training on their project accounting.
- Performed utilization analysis and reporting.

- Prepared monthly reforecast budget for 2014.
- Setup up Project Budgets, Billing Rules, Cost allocations, in OpenAir and Microsoft Dynamics.
- Administrator level experience for all matters regarding OpenAir and Microsoft Dynamics.
- Prepared personal property tax reconciliation, review, and return.
- Assisted with the completion of the Worker's compensation audit.
- Wrote accounting policies and SOPs for finance/accounting department.
- Assisted with special projects as needed.

Significant Accomplishments:

- Created a "Navarts Goes Green Project" which switched most A/P vendors to an Electronic payment method.
- Accurately reported financial statement to Executive Leadership from March through August of 2014.
- Wrote an accountable plan for business expenses.

Reason for leaving management turnover and company acquisition.

COMPUTER SCIENCES CORPORATION--STERLING, VA 20167

Full-time: Professional: Accountant/Assistant to Lead SME—January, 2011—July, 2013

MIMS, McDUFF & WOOD, CERTIFIED PUBLIC ACCOUNTANTS--BEAUFORT, SC—12/2006 – 12/2010

Full-time: Staff Accountant/Payroll Administrator

EDUCATION:

Master of Science in Accounting
Liberty University— Lynchburg, VA
Degree Conferred 05/2013

Bachelor of Science in Human Resources Management
Park University; Beaufort, SC campus
Degree Conferred 05/2009

ADDITIONAL KNOWLEDGE AND SKILLS:

Microsoft Office; Lotus Notes; Microsoft Project; NetSuite OpenAir; Taleo; PeopleSoft; Excel (Pivot, VLOOKUP, Concatenate, IF, CountIf, etc.); Microsoft Dynamics CRM; Workday, SharePoint, Bank of America PCARD, Salesforce, Dataloader