**Carolina Mejia**

Norther Virginia \_cmej05@yahoo.com

**Director of Accounting**

Financial leader dedicated to providing accurate and timely financial information across the organization. Maximizing profitability and optimizing financial processes. Proficient in overseeing operations, solving complex problems, and maintaining meticulous attention to detail with open communication leadership.

Systems: QuickBooks Pro, Intacct accounting, Ceridian Dayforce, JD Edwards, Microsoft Dynamics, ADP, Sage X3, People Soft, PeopleSoft, SharePoint, Excel, Concur, and Birch Street.

Bilingual (English/Spanish)

**PROFESSIONAL EXPERIENCE**

**Assistant Director of Finance – Fairmont Hotels, DC 06/2022- 07/2024**

* Reviewed and completed financial statements, procurement documents, reconciliations and assists with audit requests.
* Prepared daily journal entries and reconciled general ledger accounts, property rebill allocations, miscellaneous invoice allocations, prepaid expense postings.
* Supervised the daily activities of the accounting team, ensuring all transactions were recorded accurately.
* Recorded and maintained fixed asset purchases and managed applicable depreciation and amortization schedules.
* Prepared variance analysis to budget and forecast, supported the compilation of annual and periodic budget information.
* Assisted in meeting tax compliance requirements, including annual corporate tax filings and monthly sales tax filings.
* Responded to queries and requests from external/internal auditors. Ensured adherence to GAAP and guided the implementation of effective internal controls to meet Sarbanes-Oxley requirements.
* Directed a team of four accountants, fostering a culture of continuous improvement, providing mentorship.
* Ensured compliance with local, state, and federal government reporting requirements.
* Optimized cash flow by tracking transactions and regularly reviewing internal reports.
* Managed business registrations, licenses, and permits to ensure compliance with regulatory requirements.
* Compiled and analyzed monthly reports, gathered statistics from various sources, drew conclusions, and made recommendations.
* Identified process issues and implement improvements to enhance productivity and efficiency.
* Prepared billing invoices and managed collections of delinquent accounts.

**Accountant Manager - Hilton Hotels, Washington, DC 01/2021 – 05/2022**

* Supported the Monthly Forecast and Annual Budget processes by providing requested information to the Market Director of Finance.
* Oversaw and participated in the preparation and review of monthly financial statements, including P&L and Balance Sheet.
* Managed cash flow and maintains the hotel bank accounts.
* Reviewed and ensured accuracy of Balance Sheet accounts and reconciliations by partnering with the COE team.
* Executed payroll controls, including approval of payroll registers, Master Payroll Change reports, and other required internal controls. Supported and improved month, quarter, and year-end close processes and reporting.
* Managed contracts, ensuring new service agreements/contracts are properly tracked and executed, as well as tracking certificates of insurance.
* Ensured compliance with local, state, and federal government reporting requirements and sales tax filings.
* Managed cash flow by tracking transactions and regularly reviewing internal reports to ensure financial stability.
* Reconciled accounts and resolving discrepancies and irregularities in financial reports.

**Assistant Controller - Lansdowne Resort and Spa, Leesburg, VA 1/2018 – 12/2020**

* Led a team of 5 accountants, providing staff with valuable training opportunities and providing candid feedback to help staff improve their annual performance.
* Prepared financial statements in accordance with GAAP that conformed to the monthly company budget process.
* Maintained company general ledger, monthly closing processes, and account reconciliations.
* Developed and executed internal controls, effectively improving accuracy, and reducing error.
* Managed and oversaw the daily functions, operations, and activities of the department to include account tracking, payroll auditing, wages allocation, and bank reconciliation.
* Prepared, reviewed, and completed daily cash transactions and mandated company reports.

**Key Achievements:**Helped open two hotels in the state of Virginia, leading the implementation team in mapping a new accounting software, resulting in a 20% increase in productivity and a 10% reduction in errors.

**Assistant Controller - International Hotel, Washington, DC, 6/2016 – 12/2017**

* Led a team of 3 accountants, AR, AP, Payroll, offering invaluable mentorship and support.
* Prepared journal entries to accurately record financial transactions, ensuring compliance with accounting standards and regulations.
* Managed and participated in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
* Utilized financial acumen to confirm wire transfers, examine vendor payments, review details for guest, city, and deposit ledgers, and validate proper payments.
* Participated in the development, administration, and oversight of department budget.
* Reviewed trial balances and identified/resolved any errors or irregularities.
* Key Achievements: Reduced payroll administration cost by 30% through successful negotiation of pricing and fees, while ensuring the continuation and enhancements of services.

**A/R Manager, Fairmont-The Plaza Hotel, New York, NY 10/ 2014 – 5/2016**

* Led a team of 3 accountants: advocating for their career development.
* Reviewed and oversaw the process for credit applications by enrolling new members into the accounting system and creating membership accounts with system generated user IDs.
* Managed the general ledger, the month-end closing process, and corporate reporting functions.
* Prepared journal entries to accurately record financial transactions, ensuring compliance with accounting standards and regulations.
* Conducted daily reviews of in-house accounts, expediting the collection process to 30 days.

**EDUCATION**

**Associate’s degree in accounting**: Broward Community College, Broward, FL

**Bachelor’s degree in graphic arts:** Colleague of Design, Colombia