**Carolina Mejia**

**Accounting Manager**

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Objective:

Results-oriented Financial Manager with a proven track record in dynamict leadership. Overseeing upscale operations. Focused on delivering strategic financial planning, precision in general ledger management and effective auditing practices. Mantaining financial records, implementing internal controls, and successfully managing diverse projects.

Skills:

* English & Spanish
* Microsoft Office Suite
* Excel
* Workday
* Oracle
* SharePoint
* Bookkeeper
* PMS & POS Systems
* Deltek Costpoint
* Quickbooks
* ProPlan
* PeopleSoft
* Concur
* US GAAP

Experience:

**HILTON HOTELS, Washington, DC 04/2021 - Present**

**Finance Manager**

Supervised Accounts Receivable, Payables, Payroll, and General accounting functions.

Built and reviewed monthly financial statements following GAAP and company guidelines.

Maintained general account analysis, monthly close processes, and account reconciliations.

Audited internal financial controls, including cash, purchasing, and inventory.

Prepared periodic budget/forecast to actual variance reports.

Managed multiple projects, with a focus on accuracy and meeting deadlines.

Conducted detailed research and analysis of revenue and expense variances.

Processed and audited expense reports and requests for advances.

Verified vendor accounts, researched monthly statements, and corrected discrepancies.

**DESTINATION HOTELS-LANSDOWNE RESORT & SPA, Leesburg, VA, 01/2018 – 12/2020**

**Finance Manager**

Managed petty cash disbursement and recorded entries.

Protected organization's value by maintaining confidentiality.

Audited and processed payment cards into vendor portals.

Conducted 1099 processing and maintenance.

Assisted in month-end closing and invoice uploads into Oracle.

Processed electronic transfers and monitor online payments,

Handled vendor setup and maintenance, addressing procurement and financial issues.

Initiated purchase orders, managed receipts, processed vendor invoices and expense reimbursements; print checks, processes stop payments and voids.

**FAIRMONT-THE PLAZA HOTEL, New York City, 10/ 2014 – 05/2017**

**Accounting Manager**

Prepared journal entries to accurately record financial transactions.

Participated in the development and implementation of goals and policies.

Reviewed trial balances and identified/resolved errors or irregularities.

Demonstrated strong interpersonal and team-building skills.

Proficient in generating financial reports and grant analysis.

Utilizes reporting tools for validation of salary information and effort reporting requirements.

Collaborative work with team members in the Financial Management System.

**TURNBERRY ISLE RESORTrAventura, Florida | 2008 – 2014**

**Senior Accountant**

Provide world-class client service, processed incoming payments and resolve account issues.

Balance daily membership transactions between software programs Jonas and Property Manager.

Produced and distributed monthly statements to department heads.

Reconcile balance sheets, including bank reconciliations for financial reporting.

Manage 500 accounts ,effectively distributing workload for timely and accurate completion.

Met strict deadlines and performed various accounting activities, including general ledger preparation, financial reporting, year-end audit preparation and support of budget and forecast activities.

Conducted general accounting tasks, including preparing journal entries, maintaining balance sheets and bank reconciliations.

**Education:**

**Bachelor of Business Administration,** Everest University

**Bachelor of Arts,** Graphic Design, College of Design, Colombia