

DAVID PACHECO

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PROFESSIONAL SUMMARY

Accounting and bookkeeping professional with 10+ years of experience supporting small-business, multi-location, nonprofit, and compliance-driven organizations. Hands-on background in bank, credit card, payroll, loan, and general ledger reconciliations; accounts payable and receivable; vendor payments; customer receipts; journal entries; fixed assets; month-end reporting; historical cleanup; and accounting-system conversions. Currently an Audit Supervisor, bringing an unusually strong review mindset to client bookkeeping: clean support, accurate classifications, timely follow-up, and financial statements that are ready for management, tax, and audit use. CPA candidate with 150 credit hours and experience requirements completed.

BOOKKEEPING & CLIENT SERVICE QUALIFICATIONS

- Full-Charge Bookkeeping & General Ledger Maintenance
- Accounts Payable, Vendor Bills & Payment Preparation
- Month-End Close, Journal Entries & Account Analysis
- Chart of Accounts Review & Transaction Classification
- Vendor Documentation, W-9 Support & 1099 Readiness
- Sales Tax Support & Multi-State Compliance Research
- Bank, Credit Card, Payroll & Loan Reconciliations
- Accounts Receivable, Invoicing & Payment Application
- P&L, Balance Sheet, AR/AP & Management Reporting
- Historical Cleanup, Duplicate Review & Data Migration
- Fixed Assets, Depreciation & Recurring Entries
- Client Communication, Documentation & Deadline Management

PROFESSIONAL EXPERIENCE

Audit Supervisor | Weaver and Tidwell

Jan 2022 – Present

Bethesda, MD

- Lead and review concurrent client engagements, coordinating assignments, supporting documentation, open-item follow-up, and deadlines across a portfolio of nonprofit and employee benefit plan clients.
- Review general ledger activity, account reconciliations, financial statement line items, and adjusting entries; identify anomalies, unsupported balances, cutoff issues, and classification errors requiring correction.
- Prepare and review financial statements, disclosures, account analyses, and management-facing explanations while maintaining organized, traceable workpapers.
- Guide client accounting teams on reconciliations, close support, internal controls, revenue, leases, contributions, and documentation practices; train and supervise teams of up to five.

Audit Senior Assistant | Deloitte

Nov 2020 – Dec 2021

Washington, DC Metro

- Reviewed general ledger activity, reconciliations, journal-entry support, and financial statement line items across complex engagements, escalating exceptions and coordinating resolution with client personnel.
- Managed multiple deadlines and deliverables, trained junior staff, and maintained evidence suitable for financial reporting, SEC filing support, and inspection readiness.

Audit Staff | Buchbinder Tunick & Co. (acquired by Weaver)

Mar 2019 – Nov 2020

Bethesda, MD

- Performed detailed testing of cash, payroll, revenue, expenses, investments, accounts payable, and internal controls; prepared confirmations, rollforwards, account analyses, and client request lists.
- Supported Forms 990, 990-EZ, and 5500 and related filings, strengthening familiarity with nonprofit and benefit-plan reporting cycles and year-end documentation.

BOOKKEEPING & CORPORATE ACCOUNTING EXPERIENCE

Senior Accountant | Stone Soup

Sep 2018 – Mar 2019

Washington, DC

- Managed day-to-day bookkeeping across restaurant operations, including bank reconciliations, accounts payable, accounts receivable, journal-entry support, and month-end ledger maintenance.
- Reviewed monthly financial reports, investigated revenue and expense anomalies, corrected misclassifications, and summarized results for management.
- Developed accounting procedures, internal-control documentation, and close-cycle guidance; trained staff on reconciliations, payroll workflows, and documentation standards.
- Organized support and responded to external-audit requests, including sales-tax audit activity.

AP Specialist / Staff Accountant | Stone Soup

Feb 2017 – Sep 2018

Washington, DC

- Processed and reconciled high-volume accounting activity across multiple locations, including bank accounts, credit cards, vendor subledgers, sales systems, tips, and event receivables.
- Managed invoice approval workflows, vendor bills, payment batches, ACH activity, remittances, returns, and exceptions; maintained clear support for approvals and payments.
- Reviewed daily sales, cash over/short activity, and operational system reconciliations; prepared journal entries and location-level performance reports.
- Supported payroll data imports and improved invoice-upload and review procedures for greater consistency and accuracy.

Staff Accountant (Temporary) | United Educators

Aug 2016 – Nov 2016

Bethesda, MD

- Updated fixed-asset schedules, processed expense reports, investigated invoice discrepancies, maintained vendor documentation, and coordinated approvals, EFTs, and payment processing.

- Recorded journal entries and supported multi-state tax and regulatory filings, Positive Pay, OFAC verification, and documented finance procedures.

Corporate Accountant | Residential One LLC

Oct 2014 – Aug 2016

Columbia, MD

- Managed bank, credit card, and payroll reconciliations; AP and AR cycles; deposits and payment application; and monthly P&L and balance sheet reporting across multiple properties and entities.
- Reviewed coding and account classifications, supported payroll processing, and maintained check-and-balance controls over transaction processing.
- Mapped and standardized vendor and employee data for accounting-system conversions, resolving import issues and improving repeatable migration tools.

TECHNOLOGY

QuickBooks | Microsoft Excel (Advanced: pivots, formulas, reconciliations) | Google Workspace | Stripe | Sage | Microsoft Dynamics GP | Microsoft Access | CCH Engagement | CCH Axxess | NetSuite | SQL | AI workflow tools

ACCOUNTING TECHNOLOGY & PROCESS IMPROVEMENT

Bizdivers Accounting Platform | Independent Development

- Developing an accounting workflow platform designed to substantially reduce repetitive preparation work by standardizing transaction support, reconciliations, recurring entries, close workflows, evidence organization, and exception tracking.
- Built around a human-in-the-loop model that shifts accounting professionals toward review, analysis, approval, and client communication while preserving audit trails and professional judgment. Selected features are available for demonstration, with the potential to explore a small pilot in which participating clients can help shape the software around their practical bookkeeping needs.

EDUCATION & CREDENTIALS

CPA Candidate — District of Columbia Board of Accountancy | 150 credit hours fulfilled; experience requirement completed

Bachelor of Arts in Economics — University of Maryland, College Park