

Stefanie Granado

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Owner, Granado Bookkeeping | Senior Accounting & Finance Professional

Professional Summary

Detail-oriented bookkeeper and accounting professional with 15+ years of experience across AP/AR, reconciliations, payroll, cash flow management, and month-end close. Known for accuracy, efficiency, and a practical, supportive approach to helping small businesses stay financially organized. Strong background in GAAP compliance, audit support, and process improvement, with a proven ability to streamline workflows and maintain clean, reliable financial records.

Core Skills

- Bank & Credit Card Reconciliations
- Accounts Payable & Accounts Receivable
- General Ledger Maintenance
- Month-End Close Support
- Payroll Processing & Compliance
- Cash Flow Tracking & Forecasting
- Financial Reporting (P&L, Balance Sheet)
- QuickBooks Online & Desktop
- ERP Systems (SAP, Oracle, NetSuite, Epicor)
- Process Improvement & Documentation
- Client Communication & Support
- GAAP & SOX Compliance Awareness

Professional Experience

Granado Bookkeeping — Owner

Murrieta, CA | 2024–Present

- Provide full-service bookkeeping for small businesses, including reconciliations, AP/AR, payroll coordination, and monthly reporting.
- Clean up and organize client books, correcting errors, categorizing transactions, and preparing accurate financial statements.
- Develop simple, practical financial processes that help clients stay compliant and informed.
- Offer supportive guidance to business owners, helping them understand their numbers and make confident decisions.

Kyocera Medical Technologies — Controller

2023–2025

- Oversaw all accounting operations, including GL, AP/AR, payroll, budgeting, and financial reporting.

- Directed month-end and year-end close, ensuring accuracy, timeliness, and GAAP compliance.
- Led audit preparation and supported external auditors with complete, organized documentation.
- Improved internal controls and implemented process enhancements that reduced errors and increased efficiency.

Axeon Water Technologies — Accounting Manager

2022–2023

- Managed daily accounting operations, including reconciliations, AP/AR, and financial reporting.
- Streamlined workflows and improved reporting accuracy through updated procedures and documentation.
- Supported budgeting, forecasting, and cash flow analysis.

Luxfer Gas Cylinders — Accounting Manager / Credit Specialist (10-year progression)

2012–2022

- Managed AR, collections, credit reviews, and customer account reconciliations.
- Promoted multiple times due to accuracy, reliability, and strong cross-department communication.
- Supported month-end close, journal entries, and financial reporting.

Earlier Roles

- Credit & Collections Specialist — FFF Enterprises
- Assistant Bookkeeper — One Stop Brake Supply
- AR Lead/Clerk — DPI West

Education

- BS, Accounting — University of Phoenix
- AA, Accounting — University of Phoenix
- Accounting Certificate — Sawyer Business College

Certifications

- QuickBooks Online ProAdvisor

Technical Tools

QuickBooks Online & Desktop • SAP • ADP • Excel (VLOOKUP, PivotTables) • Bill.com • Gusto • Microsoft 365