

Alisha Harris

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SUMMARY Results-driven Accountant seeking a remote position to leverage extensive accounting expertise, advanced technical skills, and comprehensive knowledge of Generally Accepted Accounting Principles (GAAP). Proven track record in enhancing operational efficiency through process improvements and streamlined procedures. Highly reliable and detail-oriented professional excelling in high-pressure, deadline-driven environments. Proficient in Microsoft Excel, BlackLine, Sage Intacct, Concur Expense, FloQast, and Oracle Peoplesoft.

SKILLS

<i>Accounting Software</i>	<i>Information Systems</i>	<i>Operational</i>
<ul style="list-style-type: none">• Sage Intacct• FloQast• Concur Expense• BlackLine• Oracle PeopleSoft	<ul style="list-style-type: none">• Advanced Microsoft Excel, Word, PowerPoint, SharePoint, and Access• Adobe PDF• Asana	<ul style="list-style-type: none">• Time Management• Written & Verbal Communication• Problem Solving• Financial Analysis• Reporting & Documentation

EXPERIENCE **Staff Accountant II**
6Sense Insights, Inc. | San Francisco, CA (Remote) | 01/2024 to 08/2024

- Expertly resolved reconciliation discrepancies, ensuring precision and reliability in financial processes
- Optimized accuracy procedures for calculation verification, minimizing errors
- Conducted **in-depth financial data analysis** and presented insights to senior management for strategic decision-making
- Managed Prepaid Assets review, including **invoice extraction and amortization schedule formulation** using Sage Intacct Prepaid Module
- Ensured strict compliance with **internal and external audit** procedures
- **Interpreted Balance Sheet and P&L trends** for Financial Planning and Analysis (FP&A) Forecasting and Budget Variance Analysis (BvA)
- Executed **Fixed Asset tracking and depreciation** in adherence to audit standards, GAAP, and tax requirements
- Prepared accruals and proposed journal entries for month-end reporting
- Verified Accounts Payable (AP) invoice coding and implemented corrections to meet precise accuracy standards
- **Engineered** an optimized Unassigned Assets tracking system in Excel, resulting in 20 manual hours saved monthly
- **Spearheaded** automation of company-wide expense allocations using Sage Intacct, **reducing monthly workload by 92%**
- Recognized with nomination for Business Partnering & Collaboration Award for cross-functional team collaboration excellence

Accountant

UnitedHealth Group | San Antonio, TX (Remote) | 06/2021 to 01/2024

- Performed daily general ledger account reconciliations, maintained chart accounts, and executed month and year-end close processes with **100% GAAP compliance**
- Collaborated with a team of 8-12 to deliver **comprehensive financial reports to 15+ business units**
- Developed Excel templates for time-consuming journal entries, **reducing close time** by an average of 3 days
- Utilized advanced Excel functions (VLOOKUP, SUMIFS, pivot tables) to analyze financial data and construct journal entries by **reducing weekly manual workload by 10+ hours** without errors
- Maintained strict confidentiality of Protected Patient Information and sensitive data through Adobe PDF encryption and access controls
- Prepared and **presented detailed comparative reports** to senior management, securing approval for accruals of upcoming activities and expenses
- Implemented collaboration tools and **trained remote team** in Microsoft Teams transition, **saving 19+ hours monthly in meetings**
- Established coding databases for department, location, practice, and project to enhance team wide accuracy for general ledger (GL) transactions
- **Authored an 80+ page guidebook** with visual and detailed instructions for new hire and intern training within a single accounting cycle

EDUCATION Bachelor of Business Administration - Accounting
The University of Texas at San Antonio | San Antonio, TX | 08/2018 - 12/2021