

Alisha Harris

Spartanburg, SC | EST | harris.alishanicole@gmail.com | www.linkedin.com/in/harris-alishanicole | www.alishanharris.com

SUMMARY Accountant with 5 years of experience specializing in general ledger management, expense programs, and month-end close. Skilled in GAAP compliance, reconciliations, financial analysis, and process improvements that enhance efficiency and financial accuracy.

SKILLS

<i>Accounting & Finance</i>	<i>Information Systems</i>	<i>Operational</i>
<ul style="list-style-type: none">• General Ledger Accounting• Month-End Close• Financial Reconciliations• Expense Management• Financial Analysis• Accrual Accounting	<ul style="list-style-type: none">• Microsoft Excel• Sage Intacct• Oracle PeopleSoft• FloQast• BlackLine• Concur Expense	<ul style="list-style-type: none">• Process Improvement• Cross-Functional Collaboration• Policy Development• Problem Solving• Financial Analysis• Reporting & Documentation

EXPERIENCE **General Ledger Senior Accountant**

Textile Exchange | Burbank, CA (Remote) | 11/2024 to Present

- Coordinates organization-wide **employee expense reporting process** through Concur, reviewing **40-150 reports monthly** for policy compliance and accuracy
- Provides **final approval of employee expense reports**, ensuring receipts, allocations, and documentation meet internal policies
- Serves as the **primary advisor on expense policies**, supporting employees with travel, international expense issues, and reimbursement procedures
- Prepares and posts journal entries related to **payroll, employee reimbursements, benefits, and credit card activity in Sage Intacct**
- Evaluates **monthly trend analysis** across payroll, benefits, and employee expense accounts to identify anomalies and cost drivers
- Supports leadership and finance teams in **budget meetings and strategic expense planning**, providing data analysis for decision-making

Staff Accountant II

6Sense Insights, Inc. | San Francisco, CA (Remote) | 01/2024 to 08/2024

- 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
- **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 compliance with GAAP, tax, and audit standards by building an Excel-based tracking system that **reduced manual workload by 20 hours per month**
- **Automated** company-wide expense allocations in 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

- 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 3 days
- Prepared and **presented detailed comparative reports** to senior management, securing approval for accruals of upcoming activities and expenses
- **Authored an 80+ page Standard Operating Procedure (SOP) 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