

# Abigail Rosas, CPA, MBA

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## EXPERIENCE

4/2010 to Present

ABC Manufacturing Company, Jersey City, NJ

### Accounting Manager (9/2011 to Present)

- Manage the monthly financial close process to ensure all ledger transactions are properly recorded and analyzed. **(Present tense should be used for current role. Also the usage of “I” or “my” should never be used)**
- Develop and manage the annual budget process. **(most important skills should be listed at the top and descend according to importance)**
- Evaluate, redesign and implement new processes across different functional units of the business.
- Manage the weekly, monthly and quarterly financial reporting to meet internal and external requirements, including compliance for the parent company's lender. **(Change up wording i.e. do not write prepare/manage etc. for every bullet point)**
- Oversee weekly cash flow submissions and working capital reporting to corporate office.
- Led Finance team through ERP implementation and transition.
- Responsible for all functions of the company's accounting department including trial balance, billing, credit, collections, AP, AR, cash management and fixed assets.
- Lead an accounting staff of five direct reports, including an Accounting Manager, Credit Manager, Billing Clerk, AP clerk, and Accounting Associate.

### Senior Accountant (4/2010 to 9/2011)

**\* Jobs at the same company should be listed under the same heading**

- Participated in the monthly/quarterly close process which included preparing accruals, monthly journal entries and loading results into Company consolidation software. **(Past tense is used for all previous positions)**
- Performed monthly reconciliations and analysis of all Balance Sheet accounts.
- Managed monthly consolidation process of all business units to ensure accurate and complete submission of financial data.
- Assisted business units in preparing opening balance sheets for acquisitions.
- Analyzed actual costs compared to budget and forecast while preparing variance analysis for management.

9/2008 to 4/2010

Big 4 CPA firm, New York, NY

### Senior Audit Associate

- Served as senior associate in-charge for firm audit engagements, which includes management of staff members, review of staff workpapers, and primary liaison between audit partner, manager, and client personnel.
- Responsible for the audit planning, fieldwork, and completion of all audit work through coordination of client deliverables.
- Performed detailed analytical procedures over all significant financial statement fluctuations
- Reviewed/analyzed client internal controls over financial reporting, identify issues, and involved in making recommendations to management.
- Managed client relationships and team members with aggressive timelines.
- Strong understanding and experience with US GAAP, US GAAS, PCAOB auditing standards, FASB, SEC and SOX.

**EDUCATION**

5/2008

**Villanova University**, Villanova, PA  
Masters of Business Administration in Corporate Finance

5/2006

**Rutgers University**, New Brunswick, NJ  
Bachelor of Science in Accounting

**CERTIFICATION**

New Jersey Certified Public Accountant

**SKILLS**

Knowledgeable in Word, Excel (Macros, Pivot Tables, V&H LookUps), Access, SAP, Hyperion  
Essbase, PeopleSoft and Oracle  
Fluent in Spanish

**\*Although a one page resume is optimal do not exclude pertinent information in order to get to 1 page. A two page resume is acceptable so long as all the information presented is accurate and relevant.**