





# Grace Anderson

## Accounting Analyst

g.anderson@email.com   
(123) 456-7890   
Aurora, IL   
[LinkedIn](#) 

### Work Experience

#### Oaktree Financial Consultants – Accounting Analyst

2020 - current

Aurora, IL

- Utilized QuickBooks to streamline accounts receivable and accounts payable processes, **reducing processing time by 14 monthly hours.**
- Implemented Excel data validation and pivot tables, enhancing data analysis efficiency by 27%.
- Managed accounts functions within SAP ERP, reducing invoice processing time by 13%.
- Increased data accessibility using Domo, resulting in a 3-hour reduction in data request response time.

#### Jackson Financial Group – Junior Accountant

2018 - 2020

Springfield, IL

- Applied TurboTax to prepare and file quarterly and annual tax returns, resulting in a \$50K+ reduction in tax liabilities for the company.
- Analyzed financial data using ACL Analytics, identifying discrepancies and anomalies, resulting in a 12% reduction in accounting errors.
- Collaborated with the finance team to develop and implement cost-saving strategies, leading to a **12% reduction in operational expenses.**
- Monitored budgeting using Adaptive Insights, achieving a 23% increase in forecasting accuracy.

#### Johnson & Co. Accounting – Bookkeeper

2015 - 2018

Peoria, IL

- Prepared quarterly financial reports to management with a 98% on-time delivery rate.
- Used Concur for expense reporting, leading to a 19% increase in expense tracking accuracy.
- Integrated BambooHR for data management, **reducing payroll processing time by 2 hours.**
- Initiated Google Drive for document sharing, resulting in a 33% reduction in paper-based documentation.

### Education

#### University of Illinois – Bachelor of Science, Accountancy

2011 - 2015

Urbana-Champaign, IL

### Skills

QuickBooks; Microsoft Excel; SAP ERP; Domo; TurboTax; ACL Analytics; Adaptive Insights; Concur; BambooHR; Google Drive

### Certifications

- Certified Public Accountant (CPA)