

# KIERAN MACALLISTER

*Accounting Specialist*

✉ k.macallister@email.com

☎ (123) 456-7890

📍 Salt Lake City, UT

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science

Accountancy

Brigham Young University

📅 2010 - 2014

📍 Provo, UT

## SKILLS

- QuickBooks
- Microsoft Excel
- SAP S/4HANA
- TurboTax
- ADP Workforce Now
- Expensify
- Tableau
- SharePoint
- Bill.com
- Google Drive

## CERTIFICATIONS

- Certified Public Accountant

## WORK EXPERIENCE

### Accounting Specialist

#### Extra Space Storage

📅 2020 - current

📍 Salt Lake City, UT

- Managed financial records and transactions using QuickBooks, which ensured 99% accuracy and compliance.
- Utilized Microsoft Excel for advanced financial analysis, contributing to a 76% increase in data accuracy.
- Supported financial reporting with SAP S/4HANA, streamlining reporting processes and **reducing errors by 78%**.
- Processed payroll efficiently with ADP Workforce Now, resulting in a 54% reduction in payroll errors.

### Financial Analyst

#### Zions Bancorporation

📅 2017 - 2020

📍 Provo, UT

- Employed Expensify for expense management, leading to a 63% reduction in expense report processing time.
- Created data visualizations in Tableau, facilitating data-driven insights for the management team.
- Worked on financial projects using SharePoint, which improved cross-departmental communication by 61%.
- Enhanced accounts payable and receivable processes with Bill.com that **resulted in a 72% improvement in payment accuracy**.

### Bookkeeping Assistant

#### Vivint Smart Home

📅 2014 - 2017

📍 Provo, UT

- Assisted in bookkeeping activities and **enhanced the accuracy of financial records by 63%**.
- Collaborated on document management using Google Drive, which improved organization and accessibility by 54%.
- Supported financial operations with proficiency in Microsoft Excel, enhancing data analysis by 51%.
- Prepared and filed taxes using TurboTax, achieving a 39% increase in compliance with tax regulations.