





# GRACE JENKINS

## MANAGEMENT ACCOUNTANT

### CONTACT

g.jenkins@email.com   
(123) 456-7890   
Indianapolis, IN   
[LinkedIn](#) 

### EDUCATION

Bachelor of Science  
Business with a Major in  
Accounting  
Indiana University  
2013 - 2017  
Bloomington, IN

### SKILLS

Oracle ERP Cloud  
Anaplan  
Microsoft Power BI  
Workday Adaptive Planning  
Sage Intacct  
Accurate ABC  
Workiva  
MetricStream  
Vertex Inc.  
M-Files

### WORK EXPERIENCE

#### Management Accountant

Heritage Environmental Services

2020 - current / Indianapolis, IN

- Introduced Oracle ERP Cloud's Fixed Assets module to enhance the firm's asset management capabilities, **slashing maintenance costs by \$27,348.**
- Built a MetricStream dashboard for real-time financial oversight, rectifying \$344K in previously unidentified revenue leakages.
- Implemented Anaplan to streamline the capex approval process, resulting in a 29% reduction in capex spending through rigorous project evaluations and prioritization.
- Designed a Power BI dashboard to track and analyze environmental compliance costs, slashing fines by 12% with better oversight and proactive measures.

#### Staff Accountant

Berry Global

2019 - 2021 / Evansville, IN

- Streamlined the examination of tax policies and facilitated tax payments and returns with Workday Adaptive Planning, declining tax-related discrepancies by 13%.
- Offered financial advice to clients through email and phone based on insights drawn from Sage Intacct, **enhancing client satisfaction scores by 42%.**
- Upgraded the general ledger management with Workiva, introducing automated transaction categorization that accelerated month-end closing by 7 days.
- Analyzed and reported on capital expenditure projects to help in the decision-making process and improved the return on investment by 11%.

#### Junior Bookkeeper

Cook Group

2017 - 2019 / Bloomington, IN

- Integrated Accurate ABC for reviewing expenses and payroll records, correcting errors that **saved the company an average of \$6,452 monthly.**
- Assisted senior accountants in the preparation of yearly closings with Vertex Inc., contributing to a 19% decrease in closing errors.
- Conducted monthly reconciliations of bank accounts, addressing and fixing discrepancies within 48 hours.
- Leveraged M-Files to maintain Cook Group's accounts payable, performing timely reconciliations that lowered outstanding balances by 32% within the first quarter.