

Golda Gerbasi

Accounting Coordinator

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📍 123 Maple Street, Rochester,
NY 14607

Education

**Bachelor of Science in
Accounting at Baruch
College, City University of
New York, NY**

Aug 2017 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation, Cost Accounting, Financial Statement Analysis, Accounting Information Systems, Business Law, and Corporate Finance.

Links

[linkedin.com/in/goldagerbasi](https://www.linkedin.com/in/goldagerbasi)

Skills

QuickBooks proficiency

Excel mastery

Financial analysis

Budgeting expertise

Payroll management

Tax preparation

Accounts reconciliation

Languages

English

Russian

Hobbies

Profile

Results-oriented Accounting Coordinator with 2 years of experience in managing financial operations, streamlining processes, and ensuring regulatory compliance. Proficient in various accounting software and skilled in balancing financial records, reconciling accounts, and preparing accurate financial reports. Demonstrated ability to work collaboratively within a team, adapt to new technologies, and consistently meet deadlines. Seeking to leverage expertise to contribute to an organization's financial success and growth.

Employment History

Accounting Coordinator at Deloitte, NY

Mar 2023 - Present

- Managed and streamlined the financial reporting process for a Fortune 500 client, resulting in a 20% reduction in time spent on month-end closings and improving overall accuracy by 15%.
- Implemented a new accounts payable system that increased efficiency by 30% and reduced manual input errors by 25%, saving the company an estimated \$50,000 annually.
- Coordinated and led a team of 10 accountants through a complex auditing project for a major client, successfully identifying and resolving over \$2 million in discrepancies within a six-month timeframe.
- Developed and presented quarterly financial reports and analysis for senior management, providing strategic recommendations that contributed to a 10% increase in annual revenue growth.

Junior Accounting Coordinator at , NY

Jul 2021 - Feb 2023

- Managed and reconciled over 1,500 invoices monthly, resulting in a 98% accuracy rate and reducing discrepancies by 25%.
- Streamlined the accounts payable process by implementing an automated invoice matching system, decreasing processing time by 30% and increasing efficiency for the entire team.
- Assisted in the preparation of financial reports for quarterly reviews, contributing to a 15% increase in overall company revenue.
- Successfully coordinated with a team of 10 accountants to complete year-end closing procedures two weeks ahead of schedule, ensuring compliance with all regulatory requirements and reducing overtime costs by 20%.

Certificates

Certified Management Accountant (CMA)

Jan 2022

Certified Financial Analyst (CFA)

Mar 2020