

Leonardo Mullins

Accounting Manager

📞 (415) 555-0123

✉ leonardo.mullins@example.com

🌐 linkedin.com/in/leonardo-mullins

📍 San Francisco, CA, 94105

STRENGTHS

- 🏢 **Financial Acumen**
Expertly navigated complex financial landscapes, gaining executive confidence in decision-making.
- 👥 **Team Collaboration**
Promoted synergy among departments, gaining recognition as a go-to resource for problem-solving.
- ⚙️ **Process Improvement**
Streamlined workflows that enhanced operations, resulting in smoother execution of projects.
- 🔧 **Regulation Compliance**
Ensured strict adherence to regulatory norms, which instilled trust within investor relationships.
- 🎓 **Training and Mentorship**
Led training sessions aimed at elevating junior team competency, creating a learning culture.

SKILLS

Financial Reporting Budgeting

Compliance Investor Relations

Risk Management

Treasury Management

Team Leadership

Strategic Planning

Operational Efficiency

Expense Control

Cash Flow Management

Decision-Making Data Analysis

Training Development

Stakeholder Communication

SUMMARY

Committed accounting professional with over five years in real estate investment. Experience spans financial strategy implementation, managing investor relations, and ensuring regulatory compliance. Focused on strengthening processes while maximizing value under CFO guidance. Partnered effectively with senior executives to drive clarity in financial reporting, budgeting, and forecasting. Committed to enriching team culture and fostering collaboration to achieve consistent success.

EXPERIENCE

Accounting Manager

Greenfield Properties 📅 June 2021 - Present 📍 Los Angeles, CA

Accountable for leading the accounting sector within Greenfield, focusing on financial reporting and governance. Managed high-level budget forecasts while improving operational efficiencies.

- Spearheaded financial reporting and compliance initiatives, ensuring all protocols met industry standards.
- Executed financial strategies in alignment with organizational goals, boosting operational efficiency significantly.
- Drove investor relations, successfully facilitating fundraising efforts resulting in \$50M secured from private investors.
- Collaborated closely with Controller, refining budget forecasts and providing data-driven insights for senior leadership decisions.
- Optimized treasury functions, enhancing cash flow planning to support ongoing project funding.
- Developed comprehensive training programs for junior staff, instilling a commitment to excellence and continuous improvement.

Senior Accountant

Silverstone Realty 📅 March 2018 - May 2021 📍 San Diego, CA

Focused on high-pressure financial management tasks, supporting operational efficiency through proactive compliance oversight and reporting accuracy.

- Assisted Controller in maintaining compliance across financial reports within a diversified residential property portfolio.
- Played an instrumental role in producing annual budgets, strategically redefining projections that lowered overall costs.
- Implemented robust risk assessment procedures, leading to improved risk management frameworks within finance.
- Maintained precise financial records, guaranteeing prompt distribution of accurate reports.
- Introduced stringent financial controls that elevated accountability throughout the accounting department.
- Engaged in audits, addressing discrepancies promptly to enhance compliance adherence.

Accountant

Bayside Investments 📅 January 2016 - February 2018 📍 San Jose, CA

Managed daily accounting operations including reconciliations, journal entries, and month-end close activities critical for accuracy and timeliness.

- Conducted routine daily transactions alongside reconciliations, ensuring accuracy in property management accounts.
- Supported financial statements preparation, adhering strictly to GAAP principles to maintain reporting integrity.
- Streamlined monthly closing processes, contributing to quicker turnaround times through enhanced reporting efficiencies.
- Fostered teamwork by collaborating with cross-functional units to sharpen financial process improvements.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Accounting Manager at Greenfield Properties (5.2 Years)

● Senior Accountant at Silverstone Realty (3.2 Years)

● Accountant at Bayside Investments (2.1 Years)

- Mentored new accounting personnel, emphasizing knowledge sharing to build a cohesive team atmosphere.
- Contributed to adapting financial policies, driving methods that increased organizational operational efficacy.

LEADERSHIP & AWARDS

- Recognized as Employee of the Year for outstanding leadership at Greenfield Properties.
- Received commendation for significant contributions to financial strategy development within Silverstone Realty.

EDUCATION

Bachelor of Science in Accounting

University of California, Berkeley 🎓 GPA: 3.8 📅 2015 📍 Berkeley, CA

Coursework: Financial Reporting, Budgeting, Compliance, Accounting Principles

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2016
- Certified Management Accountant (CMA) 📅 2020

TECHNICAL SKILLS

- **Financial Software:** QuickBooks, Sage Intacct, Oracle NetSuite
- **Reporting Tools:** Excel, Tableau, PViz
- **Risk Management Tools:** Trello, Asana, JIRA
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Compliance Standards:** GAAP, IFRS, IRS Regulations
- **Budgeting Systems:** Adaptive Insights, Budget Maestro, Float
- **Financial Modeling:** Excel Analyst, Modano, IBM Planning Analytics
- **Database Management:** MySQL, MS Access, PostgreSQL
- **Presentation Tools:** Microsoft PowerPoint, Canva, Prezi
- **Customer Relationship Management:** Salesforce, Hugel, Banqup

PROFESSIONAL AFFILIATIONS

- Active member of the California Society of CPAs, participating in regular workshops.
- Volunteer with local non-profits providing financial literacy training to underserved communities.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST