

# JAYLEN CALLAHAN

## RESTAURANT ACCOUNTANT

📞 (206) 555-1234 ✉️ jaylen.callahan@example.com

🌐 linkedin.com/in/jaylenc allahan 📍 Seattle, WA 98101

### STRENGTHS

- 💡 **Analytical Thinker**  
Possess strong analytical capabilities shown through successful project assessments and interventions in accounting processes.
- 👥 **Team Collaboration**  
Built effective relationships facilitating troubleshooting and collaborative problem-solving throughout finance and operations teams.
- 🎯 **Leadership Commitment**  
Received recognition for inspiring colleagues by mentoring juniors, navigating complex tasks and aiding their development.
- ⚙️ **Operational Efficiency**  
Streamlined accounting workflows, significantly reducing error rates and improving overall productivity metrics during month-end processes.
- ⚙️ **Innovative Mindset**  
Contributed innovative ideas leading to new internal procedures solving recurring challenges faced in restaurant financial management.

### SKILLS

Accounting Auditing Budgeting  
Financial Reporting Data Analysis  
Internal Controls  
P&L Management Restaurant 365  
Microsoft Office Suite  
Audit Coordination  
Sales Tax Reporting  
Process Improvement

### SUMMARY

Dedicated accounting professional passionate about enhancing financial reporting and ensuring operational efficiency in multi-entity environments. Demonstrates a proven history of implementing effective internal controls, managing audits, and fostering collaborations with operations management to meet business needs. Skilled in integrating technology solutions, especially within Restaurant 365 and Microsoft Office Suite, resulting in improved accuracy and speed in delivering financial insights. Adept at continuous process improvement, providing timely P&L reports, and actively supporting budgeting and forecasting efforts across diverse outlets. Eager to leverage analytical skills while contributing positively in a dynamic organization.

### EXPERIENCE

#### Restaurant Accountant

Culinary Financial Solutions 📅 June 2023 - Present 📍 Seattle, WA

Oversee comprehensive financial functions in a fast-paced restaurant environment, involving articulate communication with management and external stakeholders. Provide detailed monthly financial analyses across multiple entities, supporting strategic decision-making and operational growth.

- Conduct thorough accounting and reporting for various restaurant entities, ensuring high accuracy in financial documentation.
- Direct Month End Close procedures, coordinating timelines and data consistency between departments.
- Manage integration requirements for Restaurant 365, enhancing both user experience and operational accountability.
- Facilitate annual auditing processes by collaborating closely with external auditors to establish compliance with financial regulations.
- Revise pricing strategies based on market analysis, aligning recommendations with organizational goals.
- Generate real-time P&L reports enabling swift responses to financial results and operational adjustments.

#### Accounting Coordinator

Gourmet Dining Co. 📅 March 2021 - May 2023 📍 Portland, OR

Coordinated complex accounting projects across several locations, focusing on meticulous adherence to financial requirements. Engaged effectively with cross-functional teams to drive project outcomes towards enhanced operational practices.

- Supervised accounting operations including month-end reconciliations, developing efficient reporting frameworks.
- Ensured compliance with evolving financial policies through the establishment of robust internal controls.
- Spearheaded implementation of P-card solutions, fostering streamlined transparency in financial transactions.
- Provided actionable budgetary and forecasting input leveraging historical data across diverse markets.
- Executed State Sales Tax Reporting compliance, mitigating risks of penalties while ensuring timely submissions.
- Partnered with senior management on targeted initiatives geared towards continuous process improvements.

Financial Analysis

Accounts Payable

Month-End Closing

Collaboration

## LANGUAGES

English

Native

Spanish

Proficient

## MY CAREER



● Restaurant Accountant at Culinary Financial Solutions (3.2 Years)

● Accounting Coordinator at Gourmet Dining Co. (2.2 Years)

● Junior Accountant at Fresh Eats Inc. (1.1 Years)

## Junior Accountant

Fresh Eats Inc. 📅 January 2020 - February 2021 📍 Tacoma, WA

Provided vital support in daily accounting activities, establishing a solid foundation in restaurant financial practices within a lively team setting. Contributed to multiple areas of financial reporting and auditing support.

- Facilitated accounts payable processing alongside providing necessary data entry support to ensure correct financial postings.
- Assisted clients and managers in the documentation of monthly reconciliation claims, elevating accuracy in final reports.
- Utilized Restaurant 365 software toolset to optimize operational timelines and response metrics.
- Collaborated actively with different departments gathering pertinent financial information for proper reporting.
- Participated regularly in training sessions aimed at refining accounting skills in line with standards and best practices.
- Grew analytical capabilities considerably while engaging in significant financial analyses and varied projects.

## LEADERSHIP & AWARDS

- Certified Restaurant Accountant (CRA) received in March 2021
- Excellence Award in Financial Management at Culinary Financial Solutions, awarded in October 2024

## EDUCATION

### Bachelor of Science in Accounting

University of Washington 🎓 GPA: 3.8 📅 2020 📍 Seattle, WA

**Coursework:** Financial Reporting, Auditing, Budgeting, Analysis

## CERTIFICATIONS

- Certified Restaurant Accountant (CRA) 📅 2021
- Advanced Excel Certification 📅 2023

## TECHNICAL SKILLS

- **Accounting Software:** Restaurant 365, QuickBooks, Xero
- **Reporting Tools:** Excel, SQL, Tableau
- **Compliance Standards:** GAAP, IRS Regulations, Local Sales Tax Laws
- **Payment Processing Tools:** Toast, PayPal, Square
- **Budgeting Tools:** Adaptive Insights, Microsoft Excel, Forecast Pro
- **Audit Management Systems:** CaseWare, AuditBoard, TeamMate
- **Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- **Document Management Systems:** DocuSign, SharePoint, Google Drive
- **Project Management Tools:** Asana, Trello, Monday.com
- **Visual Data Representation:** Power BI, Canva, Visio

## PROFESSIONAL AFFILIATIONS

- Member of the American Institute of CPAs since 2022
- Active participant in Seattle Restaurant Association events and workshops since 2023

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST