

Jaylen Callahan

📞 (206) 555-1234 ✉️ jaylen.callahan@example.com
🌐 linkedin.com/in/jaylenc allahan 📍 Seattle, WA 98101



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 June 2023 - Present
Culinary Financial Solutions *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 March 2021 - May 2023
Gourmet Dining Co. *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.

Junior Accountant January 2020 - February 2021
Fresh Eats Inc. *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 2020
University of Washington GPA: 3.8 *Seattle, WA*

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

SKILLS

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|-----------------------|---------------------|--------------------------|----------------------|
| • Accounting | • Data Analysis | • Microsoft Office Suite | • Financial Analysis |
| • Auditing | • Internal Controls | • Audit Coordination | • Accounts Payable |
| • Budgeting | • P&L Management | • Sales Tax Reporting | • Month-End Closing |
| • Financial Reporting | • Restaurant 365 | • Process Improvement | • Collaboration |

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST