

# Emmanuel Silva

📞 (973) 555-1234 ✉️ emmanuel.silva@email.com 💼 linkedin.com/in/emmanuelsilva 📍 Newark, NJ, 07102

## SUMMARY

Detail-oriented accounting professional with extensive experience in revenue accounting, especially within credit card reconciliation and account management. Expertise in utilizing ERP systems for accurate financial reporting and ensuring strict compliance. Demonstrated effectiveness in driving month-end close activities and efficiently resolving discrepancies. Dedicated to continuous learning and improvement in financial practices. Engaged in team collaborations for enhanced efficiency and accuracy in monthly reporting processes, thus significantly contributing to organizational success. Eager to bring this proactive mindset and dedication to Wyndora Financial Services, enhancing its revenue tracking and financial integrity.

## EXPERIENCE

### Junior Revenue Accountant

June 2025 - Present

Financescope Inc.

*Jersey City, NJ*

In this role, responsible for managing the recording and reconciliation of revenue transactions using ERP software. Supports timely account reconciliations, ensuring all discrepancies are identified promptly and resolved effectively. Involves collaboration with cross-functional teams to ensure compliance and streamline processes personifying ongoing operational improvement initiatives.

- Streamlined entry and reconciliation of revenue transactions through advanced ERP systems, accelerating workflow efficiency.
- Conducted thorough monthly account reconciliations, actively identifying and addressing discrepancies to support accurate financial reporting.
- Managed a high volume of credit card activities, utilizing specialized reconciliation software for smooth transaction processing.
- Collaborated closely with Accounts Payable for reviewing customer refund requests, reinforcing adherence to company policies.
- Assisted in finalizing the month-end close process by creating journal entries and preparing supporting documentation effectively.
- Generated comprehensive reports on revenue performance for management insights, underscoring trends and areas for improvement.

### Accounting Assistant

August 2024 - May 2025

Account Services Group

*Newark, NJ*

Functioned as a supportive element within the financial department focusing on precise data entry and effective reconciliation tasks. Developed expertise in credit card transaction reconciliation, leveraging supported tools and methodologies to mitigate issues swiftly.

- Provided essential support in data entry and reconciliation activities, ensuring an accurate reflection of financial transactions.
- Assisted in reconciling credit card transactions within established ERP systems, proficiently resolving discrepancies.
- Prepared detailed reports for customer refund requests, monitoring their progress in the Approval system seamlessly.
- Participated actively in monthly closing activities, consolidating necessary documentation for continuity.
- Engaged collaboratively with team members to optimize data management practices improving process efficiency.
- Created and implemented a new method to track credit card transactions that reduced reconciliation time notably.

## LEADERSHIP & AWARDS

- Dean's List, Rutgers University (2024)
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## EDUCATION

### Bachelor's Degree in Accounting

2026

Rutgers University GPA: 3.8

*Piscataway, NJ*

**Coursework:** Financial Analysis, Taxation, Auditing, Managerial Accounting

## CERTIFICATIONS

- Certified Bookkeeper 📅 2026
- ERP Certification 📅 2025

## TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Reconciliation Tools:** Blackline, OneStream, SaaS Solutions
- **Financial Reporting Tools:** Tableau, Microsoft Excel, Power BI
- **Data Management Systems:** Access, SQL, Relational Databases
- **Communication Tools:** Slack, Teams, Zoom

- **Compliance Standards:** GAAP, IFRS, Tax Regulations
- **Cash Management:** Treasury Management Systems, Banking Portals, Cash Flow Management
- **Process Automation:** Workday, RPA Tools, Data Integration Solutions
- **Project Management Tools:** Trello, Asana, JIRA
- **Audit Preparation:** Internal Audits, CPA Collaboration, Regulatory Compliance

## SKILLS

- Revenue Accounting
- ERP Systems
- Credit Card Reconciliation
- Month-End Close
- Account Management
- Financial Reporting
- Data Entry
- Analysis Techniques
- Reconciliation Software
- Client Interaction
- Discrepancy Resolution
- Journal Entries
- Bank Reconciliations
- Refund Processing
- Reporting Processes

## PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, Rutgers University
- Volunteer, Financial Literacy Program

## LANGUAGES

- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST