

MASON WILSON

Senior Accounting Specialist

Advanced Excel Proficiency

PROFESSIONAL SUMMARY

Results-driven Senior Accounting Specialist with 10 years of extensive experience in financial reporting, reconciliation, and compliance. Proven expertise in managing accounts payable and receivable processes, optimizing financial operations, and delivering accurate insights. Dedicated to enhancing organizational efficiency and teamwork to achieve strategic financial goals.

WORK EXPERIENCE

Senior Accounting Specialist

May / 2019-Ongoing

Pineapple Enterprises

F Santa Monica, CA

- 1. Process bi-weekly payroll and ensure timely disbursement of funds.
- 2. Oversee garnishments, tax levies, and child support payments.
- 3. Maintain general ledger, perform month-end closings, and execute bank reconciliations for the LLC.
- 4. Prepare and present monthly financial statements, ensuring accuracy and compliance.
- 5. Analyze and resolve exceptions for internal and external clients, ensuring timely issue resolution.
- 6. Act as liaison between key centers and cash vault departments, addressing and resolving discrepancies.
- 7. Collaborate with management to rectify deposit processing errors, preventing potential financial losses.

Senior Accounting Specialist

May / 2015-May / 2019

Crescent Moon Design

耳 Portland, OR

- 1. Manage the processing of Joint Interest Billing (JIB) statements efficiently.
- 2. Coordinate change of operator and property number memos related to joint interest.
- 3. Maintain AS System numbered log, ensuring data integrity and accuracy.
- 4. Review JIB operating agreements and manage contract master documents related to overhead and benefits.
- 5. Oversee property-to-property master allocation, ensuring compliance with financial policies.
- 6. Evaluate accounts receivable post-change to determine necessity for re-billing.

EDUCATION

Bachelor of Science in Accounting

May / 2012-May / 2015

University of Illinois

■ Denver, CO

Acquired foundational knowledge in accounting principles, financial reporting, and auditing.

SKILLS

Financial Software Expertise 10

Tax Preparation

Budgeting

Cost Accounting

10

INTERESTS

X Travel **%** Crafting Home Brewing Reading

STRENGTHS



LANGUAGES



ACHIEVEMENTS

Streamlined month-end closing processes, reducing time by 20%.

Improved accuracy in financial reporting, achieving a 98% compliance rate.

Developed and maintained a comprehensive financial reporting package that enhanced decision-making for senior management.