**S O M A. G H O S A L** 

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**SUMMARY**

Highly detailed oriented certified MBA Accounting professional with **6+ years** of experience in maintaining account information for both large & small organizations. Exposure to a wide range of industries with extensive knowledge of large-scale ERP accounting software and processes. Managing strict deadlines, schedules, and repetitive tasks. Working knowledge of accounting procedures and extensive experience in maintaining general ledgers, documenting financial reports, and advising the team on the procedures. Effective team leader with outstanding interpersonal and communication skills

**Employment History**

**Palo Alto Networks Senior Accountant, San Jose (June-20 - till Date)**

**Tools & Software: SAP, SAP Ariba, MS excel, G doc , Blackline**

 **(Short- term Contract)**

* Prepare balance sheet account reconciliations for various accounts, ensuring accuracy and
* adherence to GAAP and Company policy
* Manage global prepaid amortizations, including but not limited to day to review of transactions and
* month-end reconciliations by partnering with cross-functional teams, such as FP&;A, Accounts
* Payable, Facilities, and International
* Work with accounting and FP&A teams on a regular basis to review transactions in order to
* understand projects and reflect accurate balances in financial statements
* Prepare journal entries related to prepaid amortizations, accrued liabilities for employee
* compensation and benefits, RSUs, medical, 401K, etc.
* Prepare global prepaid rollforward and analysis
* Assist on the preparation of a global flux analysis for management presentations
* Review multiple expense accounts to validate items are expensed or capitalized according to
* GAAP and corporate policies
* Provide support for internal and external audits and prepare ad hoc reports
* Assist with other projects as required to streamline processes and implement RPA
* Support administrative tasks for ERP and Account Reconciliation tool
* Oversee accounting related to international entities as needed to comply with SOX controls
* Train and supervise additional team members to support company’s growth including
* reconciliations and reports prepared by others
* Responsible for preparing global flux Analysis report for prepaid and other GL accounts and also responsible for preparing various consolidation reports and PPT for management to review during the month end .

**Airbnb Inc, Senior Accountant, San Francisco Nov’19 –May-20**

**Tools & Software: Workday, Blackline, Simple Legal, SAP Concur, Jira,**

**(Contract Role / Temporary Role)**

### **Accounts Payable (P2P Module) & T&E Concur & Taxes**

* Manage full-cycle Accounts Payable, including vendor set-up, processing a large volume of invoices in multi-currencies for multiple regions likes US, Canada, Latin, APAC, EMEA & UK.
* Partnering with the cross-function team like business owners, FP&A, management, and suppliers as needed
* and help them out in resolving any types of critical discrepancies in regards to the PO payments, or anything in concern with the invoices.
* Guide, motivate, recognize, communicate, connect manage the offshore team of 14 through the ongoing performance review process
* Review and approve transactions inputted by the AP Coordinators in Workday.
* Resolving issues when there is payment failure or payment getting return, voiding checks
* Worked to build long-term relationships with company stakeholders
* Setting up weekly payment runs in multi-currency (manual checks, international wires, and ACH payments, any type of ad hoc payments) by using different banking portal and reconciling at the same time.
* Participated and also took ownership of Automation Projects and Provide management and cross-functional partners reports and analysis for improvements. Completed many ad-hoc projects before there deadline
* Participate in the integration of a newly acquired business and also supported in other ad hoc projects as needed
* PO analysis, assist in budget analysis with the FPA team.
* Process and support in data (financial data, invoices, credit card statement) integration in Workday
* Working on Optimizing the use of procurement to pay modules available in our banking and ERP systems
* Administrated high-volume expense reports for both US and other international entities including the corporate credit card program
* Conducts Company-required T&E policy training to ensure all employees are properly trained in that policy.
* Creates and uploads Journal entries for Corporate Card transactions
* Manage and handled new, active, and terminated employee accounts. Resolves cardholder's questions or issues with fraudulent charges. Also resolved discrepancies in regard to expense reports

Maintain vendor files and W8, W-9

* Assist in 1099 reporting and also resolve any issues associated with it
* Handled and have exposure to indirect taxes in other regions desired (VAT Tax, Sales tax, GST, US Tax
* Prepare and manage all aspects of the annual property tax cycle for multiple location

### **General Ledger**

* Reconcile BS G/L accounts and sub-ledger accounts (monthly Journal entries) and completing them before the deadline
* Assist in the research and documentation of significant, complex, and/or unusual transactions to ensure proper application of GAAP
* Prepares certain month-end accruals and account reconciliations relating to any inter-companies’ activities
* Compile and analyze financial reports and find discrepancies that require senior management attention
* Assist in the preparation of Consolidation Financial Statements and completing them before the deadline
* Review & prepare all fixed assets and prepare JE for depreciation
* Responsible for the proper monitoring of bank reconciliation, ensuring that reconciliation items can be resolved promptly and clearly

### **Month End Activities**

* Recording Journal entries, accruals, reconciliations, prepaid amortization, perform depreciation calculation for all fixed assets, run depreciation, balance sheet review, GL reconciliation accounts, Trial balance, and P&L A/C review, prepare financial reports, bank reconciliation, expense report reconciliation, credit card reconciliation. Preparing global flux analysis report

**Lucidworks Inc Senior Accountant San Francisco Aug19-Nov19**

**Tools & Software** Oracle NetSuite, Expensify, Bill.com, Box.com MS excel, G- sheet.

**Contract /Temp Role**

**Accounts Payable P2P Module & T&E Expensify & Taxes**

* Manage full-cycle Accounts Payable, including vendor set-up, processing a large volume of invoices including subcontractor invoices, PO or non-PO invoices in multi-currencies for multiple regions likes US, Canada, APAC, EMEA & UK and was able clear a significant amount of backlog within a very short period with accuracy
* Filing/tracking all subcontractor invoices
* Perform monthly inventory count and inventory reconciliation
* Prepare and post monthly journal entries related to fixed asset activities, including depreciation and accruals
* Analyze vendor costs vs. SOW and resolve issues with the vendors
* Process weekly payments in multi-currency vendor payment runs (manual checks, wires, and ACH payments) and resolved discrepancies associated with it
* Review fixed assets invoices and record new assets in the ERP system for multiple companies and locations
* Resolve invoice discrepancies timely and provide requested information to business owners, assist in budget analysis, FP&A, management, and vendors as needed and provided guidance to the business of the coding structure and accounting processes
* Participate in special ad hoc projects and Support other ad hoc projects as needed.
* Assist in guiding the business of the coding structure and accounting processes
* Managed high-volume company's travel and expense policy, including the corporate credit card program and completing the payments process on time and also conducts Company-required T&E policy training to ensure all employees are properly trained in that policy.
* Review the expense accounts at the vendor level, prepare and post monthly accruals, assist with budgeting and month to month variance analysis
* Resolves cardholder's questions or issues with fraudulent charges
* Maintain vendor files and W8, W-9
* Assist in 1099 reporting and also resolve any issues associated with it
* Handled and have exposure to indirect taxes in other regions desired (VAT Tax, Sales tax, GST, US Tax) and also assisted in preparing and manage monthly/quarterly sales and use tax compliance process
* Assist in preparing and managing all aspects of the annual property tax cycle for multiple locations
* Prepared annual property tax payments
* Prepare and manage monthly/quarterly sales tax compliance process
* Prepare tax payments and also acted as a Liaise with internal and external auditors

**Month End Activities**

Recording Journal entries, accruals, reconciliations, prepaid amortization, perform depreciation calculation for all fixed assets, run depreciation, balance sheet review, GL reconciliation accounts, Trial balance, and P&L A/C review, prepare financial reports, bank reconciliation, expense report reconciliation, credit card reconciliation. Preparing global flux analysis report and other consolidation reports.

**Tower Jazz, Assistant Treasurer San Jose (Jan19-Aug19)**

**Tools & Software- SAP, SAP Business Reporting Tool**

**Contract/ Temporary Role**

**Responsibilities**

* Conducting reconciliations of accounts and analyzing data to ensure accurate billing
* Assist in the maintenance of the revenue recognition policy and keep the policy updated for changes in the business or new product lines.
* Record bank transactions, perform bank reconciliation and ensuring that reconciliation items can be resolved promptly and clearly
* Perform cash applications and AR reconciliation and generate and review AR aging report every week
* Assisted with special projects and initiatives to optimize the effectiveness of existing business applications, technologies, and systems, and to build efficiencies/improvements into current business processes
* Prepare account reconciliations for cash accounts, deferred revenue, and prepaid expenses
* Analyze costs vs SOW contracts and resolve issues with customer billing by working closely with the customer implementation team, and the account managers.
* Maintain and balance accounts by reconciling transactions and resolving discrepancies
* Manage daily tracking of cash activity and assist with organizational cash flow forecasting by overseeing the financial accounting; ensuring that expenditures are consistently aligned with budgets to maximize positive cash flow
* Analyze the cash flow mechanism of the company and prepare monthly variance reports, and assist in credit risk analysis
* Maintain integrity and accuracy in financial transactions and reports
* Review and assist with general process and internal control and SOX 404 compliance
* Provided revenue recognition guidance to cross-functional organizations
* Responsible for maintenance of ledger accounts and records in accordance with U.S. GAAP
* Daily communication to leadership and company about revenue, customer, and key metric trends
* Supporting in Month-end close responsibilities, preparing journal entries. Reviewing &amp; analysis of

audit sales tax report. Analysis of Revenue recognition

**MaxGen, Staff Accountant, Costa Mesa CA (Aug18-Jan19)**

**Tools & Software**: **Financial Force .com/ Salesforce**

**(Contract role/ Temporary Role)**

**Responsibilities**

* Process accounts payable both PO and non-Po based /accounts receivable high volume.
* Record cash and expense transactions, ensuring accurate categorization.
* Various financial data analysis
* Preparing accruals and approving the expenses, preparing accruals
* Price variance analysis
* Perform account analysis and bank reconciliation, Cash forecasting, Revenue Recognition
* Researching accounting issues for compliance with generally accepted accounting principles (GAAP).
* Prepare journal entries with proper documentation, reconcile, analyze and certify various General Ledger
* accounts within deadlines.
* Identify, research, investigate, and problem-solve GL account and/or internal control issues. Under some
* circumstances contact other departments to resolve outstanding issues.
* Supported the accounting team in meeting month-end closing deadlines.
* Reviewing and processing the weekly expenses contractors, sub-contractors’ invoices, credit card bills
* and reconciliations, bank reconciliation
* Assist in maintenance of the revenue recognition policy and keep the policy updated for changes in the
* business or for new product lines.
* Review revenue account reconciliations, perform detailed account analysis by product type and
* locations, identify account variances
* Handled all types of critical discrepancies related to AR Cash. (including short payment, tax, overbilling,
* partial application)
* Reconciles various accounts by identifying errors in posting or omissions by applying appropriate
* accounting standards. Analyze Accounting Principles (GAAP)
* Performed key account analyses and reconciliations, including the timely investigation and resolution of discrepancies and reconciling items
* Conducted weekly/monthly/ Analysis financial results and variances, ensuring accuracy and completeness of the subsidiary general ledgers
* Participate in audits and coordination with the external auditors
* Prepare and post monthly journal entries related to fixed asset activities, including depreciation and accruals
* Performs monthly bank reconciliations of major general ledger accounts
* Calculates depreciation of all fixed assets and conducts periodic physical inventory counts of fixed assets
* Managed high-volume company's travel and expense policy, including the corporate credit card program and completing the payments process on time and conducts Company-required T&E policy training to ensure all employees are properly trained in that policy.
* Review the expense accounts at the vendor level, prepare and post monthly accruals, assist with budgeting and month to month variance analysis
* Resolves cardholder's questions or issues with fraudulent charge

**Jabil Inc, Accountant II, Anaheim CA (Mar18-Aug18)**

**Tools & Software- SAP, SAP Business Reporting Tool**

**(Contract role/ Temporary Role)**

 **Responsibilities**

* Processing large volume of vendor invoices heavy volume of invoice posting and resolving all the types
* discrepancies associated with it.
* Analysis of the Price variances
* Doing re classing, support in month-end closing
* Accruing expenses, preparing journal entries. Balance sheet analysis.
* 3 &2way PO matching &amp; also processing without PO invoices using chart of accounts
* Reconcile all vendor statements both third party &amp; intercompany
* Experience in processing payment for credit card Traveling Expenses (AMEX)timely manner and resolve
* discrepancies related to the credit card payments. Processing and recording payments related to different
* utilities.
* Assisted in maintaining vendor files, including collecting required vendor W-9 forms
* Investigated and resolves problems associated with the processing of invoices and purchase orders.
* Ensure timely submission, accuracy, and validity of inventory, gross margin schedules to management.
* Investigate inventory adjustments resulting from periodic cycle counts and annual physical inventory and
* analyze purchase price variances
* Supporting multiple departments Maintain files and documentation thoroughly and accurately, following
* company policy and accepted accounting practices.
* New customer setup &amp; vendor setup
* Billing customers and resolving any discrepancies associated with it
* Sending customer aging report &amp; assist with month-end close, reporting, and other ad hoc projects as
* required
* Reconciles various accounts by identifying errors in posting or omissions by applying appropriate
* accounting standards
* Performed key account analyses and reconciliations, including the timely investigation and resolution of discrepancies and reconciling items
* Conducted weekly/monthly/ Analysis financial results and variances, ensuring accuracy and completeness of the subsidiary general ledgers
* Participate in audits and coordination with the external auditors
* Prepare and post monthly journal entries related to fixed asset activities, including depreciation and accruals
* Performs monthly bank reconciliations of major general ledger accounts
* Calculates depreciation of all fixed assets and conducts periodic physical inventory counts of fixed assets
* Maintain vendor files and W8, W-9
* Assist in 1099 reporting and also resolve any issues associated with it
* Handled and have exposure to indirect taxes in other regions desired (VAT Tax, Sales tax, GST, US Tax) and also assisted in preparing and manage monthly/quarterly sales and use tax compliance process
* Assist in preparing and managing all aspects of the annual property tax cycle for multiple locations
* Prepared annual property tax payments
* Prepare and manage monthly/quarterly sales tax compliance process
	+ Recording Journal entries, accruals, reconciliations, prepaid amortization, perform depreciation calculation for all fixed assets, run depreciation, balance sheet review, GL reconciliation accounts, Trial balance, and P&L A/C review, prepare financial reports, bank reconciliation, expense report reconciliation, credit card reconciliation. Preparation of fluctuation analysis' for external auditors, preparation of moderately complex account reconciliations and related journal entries and also performed analysis of contract costs, variances, and labor costs

 **Career GAP 2014-2017**

I moved from India to USA and I did not have work authorization. During this time, I also took Accounting and MS excel online certification courses to enhance and upgrade my skill set.

**Full-Time Accounting Role in India (November’10- November’12)**

**Philips Healthcare, Accountant/ Finance Analyst Pune India**

* **Accounts Payable SAP**
* Processed a large volume of Accounts payable invoices EMEA, USA, APAC (min 2000 in a month)
* Resolved vendor dispute resolution and GRIR account analysis.
* Processing expense reports, check requests, etc. preparing manual accruals, price variance analysis, and financial data report analysis and also notified the Controller weekly basis of any potential discrepancies or delays and researches
* Assist in weekly settlement runs, checks, ACH and international wires
* Experience in processing payment for credit card Traveling Expenses (AMEX)timely manner and resolve
* **General Ledger**
* Analyze general ledger accounts and reports on variances monthly
* Maintain depreciation, fixed asset ledgers, and reconciliation
* **Month End**
* Function includes - bank reconciliations, accrual computations, account analysis, inventory observations and depreciation schedule
* updates, prepaid, expense reports, credit card reconciliation, journal entries and conducted with minimal supervision

**HDFC Bank, Personal Banker, Pune India (Mar’10 - Sep’10)**

* Help customer opens manage their bank accounts & finance, advise clients, on financial services, and resolve issues Reach out to the prospective customer to sell our services.
* Advise customer on bank services for the needs (e.g. Loans credit card) Manage customer bank accounts; open close and overseas transaction & performing administrative duties

**Education**

* MBA (Accounting & Finance) from Indira School of Business Studies, India Jan 2008 – Mar 2010 **GPA – 3.6**
* Bachelor of Commerce (Specialization in Accounting, Finance & Economics), India Jun 2004 – Oct 2007 **GPA- 3.6**
* Diploma in Banking & Finance, India Jun 2004 – Jul 2007 **GPA- 3.6**
* Diploma in Microsoft .NET Technologies, India Mar 2012 – May 2013 **GPA-3.6**

**Award & Recognition:**

* Awarded "Spot Award" Exemplary performance in upholding the spirit of Infosys (Operations) for Q2 2011
* Participated in National IT Aptitude Test IN 2012 (Sponsored by IBM) AND RANKED TOP 3% among 70000 candidates