



Radley Cleis Marfa

Record to Report Ops New Associate

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Executive Summary

2 years of work experience in Accenture, General Accounting - Record to Report Tower, specifically in General Ledger Team. A dependable and cooperative team member, delivering tasks efficiently and effectively.

Relevant Work Experience

August 5, 2019 – October 14, 2020

General Accounting Ops New Associate • RTR - General Ledger Team • Accenture Inc. – Project Matterhorn

October 15, 2020 – Current

Record to Report Ops New Associate • RTR - General Ledger Team • Accenture Inc. – Project Titanium

Key Responsibilities

- Ensured that all Reports are submitted as per agreed frequency.
- Ensured that all Reports are submitted with accuracy and efficiency.
- Ensured that Journal Entries are reviewed and checked before posting in system.
- Daily posting, clearing and monitoring bank transactions and bank reconciliation.
- Monthly Reconciliation of Accounts. (Balance Sheet Reconciliation)
- Facilitate month end closing calls with client.
- Execution of Period Close and Consolidation as per agreed timetable.

Skills and Qualifications

Functional Experience

- Record to Report Process – General Accounting (Journal Entry – Reclass, Accruals, Prepayments, Reversals/Adjustments)
- Record to Report Process – Account Reconciliation/Balance Sheet Reconciliation
- Record to Report Process – Cash Treasury/Bank Reconciliation

Applications/Programs/Tools Experience

- SAP/QNE
 - Microsoft Office (Excel, Word, PowerPoint, Outlook, Teams)
 - Primesphere
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