

DEBORAH OTI

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Accounting manager with over 18 years of accounting and staff leadership experience, effective customer, community and employee relations techniques, strong training and orientation skills.

SUMMARY OF SKILLS

Judgment	High sense of alertness; Very quick to detect positive as well as negative consequences; Excellent level of trust with superiors, colleagues and subordinates
Computer Literacy	Microsoft Office Suite, QuickBooks Series (Pro, Premier, Enterprise Solutions & Online), Pro Series Tax, Yardi Voyager, Conac Pivot, 1099-ETC, Financial Edge, Banner, AppFolio, Google Suite
Management	High planning, organizing and directing skills; Excellent analytical skills; Good supervisory expertise; Extremely detail-oriented
Communication	Excellent in oral, telephone and written communication; Excellent interpersonal skills with people from different cultures and backgrounds; Easily adaptable to new environments
Other Skills	Multitask-oriented; Highly recommended customer service skills

PROFESSIONAL EXPERIENCE

ACCOUNTANT

July 2019 - Present

Ele & The Chef Restaurant Group, Savannah, Georgia

- Perform the accounting cycle (sales audit, accounts payable, sales tax reporting, loan & bank statement reconciliations, financial reporting, budgeting & forecasting, personal financial statements, notary service)
- Serve the following restaurants and rental properties in the Wilmington Island and downtown Savannah areas: Chive Seabar & Lounge, Coco & Moss, Current Kitchen & Cocktails, Fire Street Food, Flock To The Wok, Flying Monk Noodle Bar, Little Duck Diner, Madame Butterfly, Peacock Lounge, Shuga Girl, Vault Kitchen & Market, 14 W State St, 18 W 40th, 37 Whitaker St, 116 West 39th St, 2509 Price St

ACCOUNTANT (PART-TIME)

October 2018 – May 2019

Market South Management, Savannah, Georgia

- Assisted with accounts receivable in QuickBooks through AppFolio work orders
- Assisted with customer deposits
- Reconciled varied monthly bank statements
- Maintained financial records & performed other related duties as assigned

ACCOUNTANT (PART-TIME)

August 2018 – December 2018

Georgia Southern University (Office of Research Services & Sponsored Programs), Statesboro, Georgia

- Managed the timely and accurate setup of sponsored awards in the general ledger system, financial reporting to the sponsoring agencies, invoicing and closeout of sponsored awards, and respective cost shares
- Compiled and verified the accuracy and validity of complex accounting transactions, often requiring in-depth analysis and resolution
- Reviewed and reconciled indirect cost and fringe benefit charges on sponsored awards
- Prepared and reviewed financial schedules and reports
- Maintained financial records & performed other related duties as assigned

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ACCOUNTANT

February 2018 – August 2018

Christine E Cassidy, PA, Hilton Head, South Carolina

- Performed the full accounting cycle for clients
- Managed prior years' bookkeeping records for clients
- Managed current years' bookkeeping records for clients
- Handled payroll and payroll tax returns
- Managed sales & sales tax returns

SENIOR ACCOUNTANT

April 2017 – February 2018

Plantation Oaks Senior Living Management, Orlando, Florida

- Assisted in the QuickBooks Online-to-Yardi Voyager-program transition
- Audited and verified documents for accounts receivable and payable; Prepared and recorded asset, liability, revenue, and expenses entries by compiling and analyzing account information; Prepared depreciation schedules for asset and expense comparisons
- Liaised with location managers to improve financial procedures through internal audits
- Supported month-end and year-end close process; Analyzed financial information and summarized financial status. Assisted in the preparation and distribution of financial statements; Ensured that all deliverables comply with regulatory guidance and professional standards

STAFF ACCOUNTANT

May 2015 – April 2017

Stein Accounting CPA, Savannah, Georgia

- Performed the full accounting cycle for clients
- Managed prior & current years' bookkeeping records for clients
- Handled payroll, payroll tax returns, sales tax and property tax returns
- Prepared depreciation schedules for tax purposes

COMPROLLER

April 2003 – May 2013

Stone Horse Imports, Inc., Bluffton, South Carolina

- Performed the full accounting cycle using QuickBooks Enterprise Solutions
- Built the purchasing/import department with stricter methods and procedures of accountability
- Coordinated with suppliers from Italy, Brazil, China, India and Turkey, regarding shipments and payment arrangements
- Prepared routine monthly loan base reports for company banks, and financial statements for international and local credit insurance agencies
- Coordinated all aspects of human resource administration – payroll, health insurance, retirement, workman's compensation, vacation, personal time, holidays, etc.; Created company handbook for employee orientation
- Managed annual audits for workman's compensation; Responsible for staff preparation and development
- Participated in special reviews and investigations including employee, vendor and customer misconduct, fraud and bankruptcy

EDUCATION

MS – Accountancy

2013 - 2014

University of Phoenix

MBA – General Business

1998 – 1999

Troy State University, Troy, Alabama

BSC – International Business Administration

1992 – 1996

United States International University, Nairobi, Kenya

PROFESSIONAL AFFILIATIONS

QuickBooks Pro Advisor since 2010; Member of Institute of Management Accountants (IMA) from 2008 to 2009