

# Blake Smith

San Francisco, CA | T: 874-963-4824 | Email: [sblake@gmail.com](mailto:sblake@gmail.com)

*Highly motivated specialist in the areas of financial management and operations, general accounting and auditing, and financial evaluation, analysis, and reporting.*

Highly skilled in directing a wide array of financial management activities such as creating financial reports related to budgets, accounts, expenses, and all other financial aspects of the business. Illustrate a solid approach in addressing and tackling problems logically and rationally complemented with solid numerical, analytical, and critical thinking skills. Display strong skills in simplifying and communicating complex financial scenarios. Technically proficient in Microsoft Office Suite and QuickBooks.

## CORE COMPETENCIES

*General Accounting & Auditing ▪ Financial Statement Preparation ▪ Budgeting ▪ Financial Projection  
Client Service & Satisfaction ▪ Invoicing ▪ General Ledger Coordination ▪ Account Reconciliation  
Credit Card Management ▪ Account Management ▪ Cash Flow Preparation ▪ Office Support  
Financial Management ▪ Leadership & Teambuilding ▪ Analysis & Reporting*

## RELEVANT CAREER & ACHIEVEMENTS

**ASSURANCE AUDITOR ▪ 2017 – Present**  
AuditCo ▪ San Francisco, CA

- Handle the preparation and coordination of financial reports for designated clients as well as adjusting entries for incorrectly-stated balances.
- Administer the formulation of management operational recommendations and the provision of first-rate assistance and training to new staff and interns.
- Conduct audit procedures on all accounting classes as well as financial statement audits for companies encompassing entertainment, medical instrument, technology, and communication.
- Perform accurate variance analysis for budget forecasting and annual analytics to identify substantial and/or uncommon trends and transactions.

**INTERN ACCOUNTANT ▪ 2016 –2017**  
Finance Services Ltd ▪ San Francisco, CA

- Oversaw the verification and input of vendor information into QuickBooks including the review, correction, deletion, and reenter of data as required.
- Handled the filing of receipts for credit card statements, organization of accounts in the close binder, and the input of credit card transactions in credit card register.
- Ensured the matching of vendor invoice and purchase orders details as well as the proper coding of general ledger accounts and compilation of expense reports in-line with the company policies.
- Reconciled bank accounts, cash flow, and monthly fixed assets as well as international personnel payments to general ledger as a part of the monthly reconciliation process.
- Provided first-hand assistance to the Controller with the coordination monthly audit schedules and company shareholder stock verification.
- Administered the verification of all payments, recording of depreciation expense journal entry details to the general leader, and the maintenance of confidential accounting and HR information.
- Carried out office managerial tasks including booking flights, hotels, and rental cars.

## EDUCATION

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAJOR IN ACCOUNTING**  
State University ▪ San Francisco, CA ▪ May 2016