

MARLA KARLSON

ETOBICOKE, ON | 416.222.3639 | MARLA-ACCOUNTANT@AOL.COM

EXPERIENCED ACCOUNTANT ▶ FINANCIAL ANALYST ▶ AUDITOR
ANALYTICAL PROBLEM SOLVER ~ RELATIONSHIP BUILDER ~ CHANGE MANAGEMENT LEADER

Top Employee for Western Canada (2012) | Outstanding Teamwork Award (2011)

→ **Highly Skilled Accountant with 15 years' experience in general accounting and full-cycle bookkeeping.** Solid understanding of applying GAAP principles and full-cycle accounting in an integrated system. Achieved Level 4 towards CPA designation.

→ **Confident team leader with exceptional interpersonal and technical skills who champions change,** working collaboratively with management, staff, and clients. Quick learner and analytical problem solver, meeting rigorous deadlines in a fast-paced environment.

✉ 50% Error Reduction

✉ 80% Time Reduction

✉ 100% Payroll Accuracy

FORMAL EDUCATION & TRAINING

CPA Designation (in progress) - Toronto, ON (2008 - Present)
Accounting IT Certificate - Centennial College, Toronto, ON (2009)
Business Administration - Accounting Honours Diploma (2007)
Sheridan College Institute of Technology, Oakville, ON | GPA: 3.5

H&R Block Income Tax Course (2010)
Mortgage Agent Certification Diploma, Sheridan College (2004)

PROFESSIONAL EXPERIENCE

Accountant - Karlson Accountant Agency Inc., Toronto, ON 2013 - Present

Manage Accounts Payables Department, Accounts Receivables Department, and Cash Department of family-owned business. Oversee 23 direct reports. Prepare various payroll reports for Controller and source deduction payments for CRA, Revenue Quebec, WSIB, and Records of Employment.

Summarize financial analysis by collecting data and preparing balance sheet and profit/loss. Support month/year-end. Prepare working papers for auditor.

Conduct bookkeeping for 5 companies; \$5M total revenue: Supercare Auto (Body Shop); Loan and Rent Management Agency; A1 Aeroport Taxi Services; ABC Taxi Insurance; and Dynamic Auto.

Reduced accounting processing time by at least 80% while boosting team performance and accuracy.

- **Reduced errors and payment duplication by 50%.** Enabled owner to meet payments through manually reviewing and cross-referencing 3000 accounts. Maintained and balanced subsidiary accounts by verifying, allocating, posting, reconciling transactions, and resolving discrepancies.
- **Fostered complete payroll accuracy** via computer processing, printing checks, and verifying data.
- **Slashed accounting processing time at least 80%.** Introduced fixed schedule for bank reconciliations and payments for Accounting Department.
- **Revitalized team performance.** Trained 2 accounting staff members on SAGE Simply Accounting.
 - ⇒ **Saved 50% time; drove accuracy and consistency** with intercompany accounts. Transitioned team from using Excel to performing bank reconciliations via SAGE.

Specialties:

Full-Cycle Accounting
Bookkeeping
General Ledger
Receivables/Payables
Payroll
Month/Year End
Financial Statements
Income Tax
Budgeting
Administration
Recruitment
Training/Development
Customer Service
Mortgage Funding
Scheduling
◇
QuickBooks
MS Office
Simply Accounting
Filogix

Senior Clerk - Bank of Canada Inc., Toronto/Mississauga, ON

2010 - 2013

Executed complex administrative activities in alignment with bank policies and procedures. Facilitated data and operations accuracy by performing verifications and analyses. Compiled and recorded data; identified discrepancies, balanced transactions, and performed adjustments. Verified and balanced complex account headings. Delivered exceptional customer service and promptly responded to requests from customers or stakeholders. Supervised 5 teams consisting of 10 direct reports each.

Secured 'Top Employee' for Western Canada (2012). Earned Outstanding Teamwork Award (2011).

- **Drove consistency and validity while facilitating audit accuracy** through analyzing documents. Applied expertise to support review of mortgage documents and funding of mortgages.
- **Improved operational efficiency** by leveraging solid mastery of complex equipment and software to provide technical expertise to less experienced personnel.
- **Served as vital contributor to SAP changeover.** Offered constructive feedback and suggestions. Helmed a smooth transition and mitigated challenges by applying proactive team approach.
- **Boosted morale and operational efficiency.** Trained 50 employees on new procedures.

ACCOUNTING & ADMINISTRATIVE EXPERTISE

Accountant/Administrator - A1 Mortgage Inc., Mississauga, ON

2006 - 2010

Promoted due to excellent performance. Managed accounting and administrative-related functions using QuickBooks, Simply Accounting, and Filogix. Maintained complete accounting transaction accuracy. Performed reconciliations, finalized Books of Accounts, and interfaced with debtors and creditors to resolve issues/gaps. Led team of 63 agents and 5 direct reports. Oversaw budgeting, program scheduling, special requests, and disciplinary actions.

- **Ensured smooth navigation of the licensing process.** Managed e-licensing site.
- **Grew business.** Recruited at least 100 high-performing agents/brokers. Trained 40 agents/brokers.

Receptionist - Legal Aid, Toronto, ON

2005 - 2007

Managed wide variety of legal office related projects. Opened new real estate closing files, contacted clients, and managed customer service requests and inquiries. Researched properties.

- **Met timely deadlines in fast-paced environment via strong multi-tasking skills** in performing both legal assistant/reception duties.

Receptionist - Best Mortgage Solutions, Brampton, ON

2004 - 2005

Recruited to fulfill practical internship and promoted within 1 month to Receptionist due to independently managing full-service mortgage office. Conducted filing, data management, and bank deposits. Drafted and revised memos. Assisted clientele with addressing inquiries.

- **Maintained 100% accuracy in preparing and reviewing mortgage documentation for clients.**