



Emma Richardson

Contact

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About Me

I am an accountant with 15 years of experience managing financial reporting, budgeting, tax compliance and audit preparation across corporate and consulting environments. I have led month-end close cycles, prepared statutory and management financial statements, maintained AP/AR and reconciliations, and developed forecasting and financial models using

Skills

- Financial Reporting
- Budgeting
- Tax Compliance
- Accounts Payable
- Financial Modelling
- Internal Controls
- ERP Systems
- Microsoft Excel

Education

- Bachelor of Accounting**
University of Illinois 2011

Experience

- Senior Accountant** 2020 - Present
Horizon Financial Group
Responsible for monthly and quarterly financial reporting and coordination of the month-end close process for multiple business units.
- Financial Accountant** 2016 - 2020
Apex Corporate Services
Managed general ledger maintenance and consolidated financial reporting for several business units. Prepared tax documentation and ensured adherence to regulatory requirements.
- Accountant** 2012 - 2016
BrightLedger Consulting
Delivered accounting services for small and mid-sized clients including preparation of financial statements, tax returns and regular management reports.
- Assistant Accountant** 2009 - 2012
Summit Holdings
Managed accounts payable and receivable processes and performed monthly reconciliations for ledger accounts. Assisted in preparation of financial statements and periodic management reporting.

References

Michael Davenport

Finance Director / Horizon Financial Group
Phone: +1 555 903 4411
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Rachel Nguyen

Senior Partner / BrightLedger Consulting
Phone: +1 555 771 5522
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Experience Details

● Senior Accountant

2020 - Present

Horizon Financial Group

Responsible for monthly and quarterly financial reporting and coordination of the month-end close process for multiple business units. Lead budgeting and forecasting cycles, prepare management and statutory financial statements, and coordinate external audit and compliance reporting.

● Financial Accountant

2016 - 2020

Apex Corporate Services

Managed general ledger maintenance and consolidated financial reporting for several business units. Prepared tax documentation and ensured adherence to regulatory requirements. Developed advanced Excel models and reporting dashboards to streamline analysis and reduce manual reporting effort. Supported external audits and produced audit-ready schedules and reconciliations.

● Accountant

2012 - 2016

BrightLedger Consulting

Delivered accounting services for small and mid-sized clients including preparation of financial statements, tax returns and regular management reports. Performed budgeting, forecasting and cost analysis to support client financial planning. Improved client reporting through tailored financial models and strengthened accounts receivable and payable controls.

● Assistant Accountant

2009 - 2012

Summit Holdings

Managed accounts payable and receivable processes and performed monthly reconciliations for ledger accounts. Assisted in preparation of financial statements and periodic management reporting. Supported payroll processing and maintained transaction documentation to support audits and tax filings.