

Oluwatobiloba Akinsanya

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PROFESSIONAL PROFILE

Talented professional with a background in accounting and finance. Good knowledge of Microsoft Office applications, Sage 50, SAP ERP and Great Plains. Detail-oriented Bookkeeper versed in payroll, account payable, account receivable, financial report, and financial modeling that leverages initiative and resourcefulness to deliver excellence in meeting business objectives with an outstanding work ethic. A versatile and enthusiastic learner that adapts well to new technologies and is keen on new ways and ideas.

HIGHLIGHTS OF QUALIFICATIONS

- Competent user of Microsoft office tools (MS Word, MS Excel, MS Outlook, etc.) for effective and efficient delivery of deliverables.
- Valuable years of experience in Engineering and Agricultural sector.
- Competent user of Sage, QuickBooks Online and SAP MM Module.
- Good knowledge of IFRS and Generally Accepted Accounting Principles.
- Effective knowledge of Financial modeling principles for budget, Cash flow forecast.
- Financial reporting, financial analysis and reconciliations.
- Fluent user of the English language.
- Member of the Institute of Chartered Accountants of Nigeria (ICAN).

PROFESSIONAL EXPERIENCE

FINANCE ASSISTANT; ACCOUNTS PAYABLE FEDERATION OF CANADIAN MUNICIPALITIES

Nov 2022 till date

- Reviews invoices, purchase orders, credit card and employee expenses for completeness and accuracy, records all accounts payable transactions promptly to the accounts payable module of the accounting system in accordance with to the established accounts payable procedures.
- Records domestic and international wire transfers, issues weekly electronic fund transfer payment batches as approved by signing officers, distributes electronic remittances, and processes the payments in the bank.
- Maintains accurate records and the filing of accounts payable documents in the digital filing system for the purpose of ensuring the availability of documentation and compliance with established policies.
- Reviews balance sheet accounts monthly including reconciliation of accounts payable sub-ledger to general ledger accounts, identifies and investigates variances, and submits a monthly reconciliation report to the Senior Finance Manager, Operations.
- Maintains accuracy of internal controls and established accounts payable processes.
- Reconciles the corporate travel credit cards on a weekly basis including, reviewing charges, matching the data with the supporting evidence documentation, following up on missing or incomplete information.
- Provides timely response to internal/external inquiries and requests.
- Inputs and maintains data for accurate vendor records.
- Assists team members and other departments with accounts payable inquiries and other projects as needed.

ACCOUNTANT; ACCOUNT PAYABLE

Nov 2017- July 2022

WACOT LTD, LAGOS, NIGERIA.

- Managed Account Payable using SAP.
- Reviewed, verified and obtained proper information on invoice payments.
- Processed Invoices due for payment
- Tracked expenses and process expenses report
- Prepared analysis of accounts.
- Posted transactions to journals, ledgers, cost centres and internal order.
- Monitored accounts to ensure payments are up to date.
- Processed transactions and performed accounting duties such as account maintenance, recording entries and reconciling books of accounts.
- Verified purchase orders, prices, terms of payment and other charges with submitted invoices
- Ensured Payment Processes conform with set organization set SOPs
- Established and maintained relationships with vendors.

ACCOUNT SUPPORT

Nov 2013- Nov 2017

POWERFIELD CONSULTING LTD

- Account preparation and Book keeping.
- Monthly bank reconciliations.
- Liaised with customers and vendors.
- Maintained Account Payable and receivable accounts.
- Computed engineering services professional fees.
- Processed submitted invoices from Vendors.
- Regular reporting to senior Account Person.
- Assisted with budget preparation.
- Filed year-end Tax returns.
- Maintained employee confidential information, such as pay rates, bonuses and pay grades.
- Monthly Employee tax computation.
- Assisted and consulted with external auditors during preliminary and year end audit.

EDUCATION

Chartered Professional Accountant Professional Education Program (in Progress) Chartered Professional Accountants of Canada PEP Core 1 Student	2022
Federal Income Tax Level 1- 2022 H&R Block Tax Academy	2022
Master of Science: Finance (In-View) Institute of Chartered Accountants of Nigeria (ICAN)	2021
Associate Chartered Accountant (ACA) Institute of Chartered Accountants of Nigeria (ICAN)	2018
Bachelor of Science in Accounting Crawford University, Ogun State	2012