**Svitlana Bondar** 343-202-7898, Ottawa, ON bondarsvitlana675@gmail.com

[linkedin.com/in/svitlana-bondar-306509241](https://www.linkedin.com/in/svitlana-bondar-306509241?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BbSldDMQzTdmICAnj3M%2F%2FGg%3D%3D)

**Professional summary**

* 14 years accounting experience in fast-paced environments and 2 years’ experience in the office management
* Master’s degree in accounting and auditing
* Ongoing taking the course “Introduction to Canadian Bookkeeping Course: Advanced program” (which covers Xero)
* Computer skills: Microsoft Excel and Outlook, SAP, IFS, Blackline, Cognos Controller, Team/Zoom, QuickBooks Online
* Independent and dynamic team player with diplomatic and problem-solving skills
* Methodical, detail oriented and highly analytical decision maker

**Experience**

**Accountant December 2022 – May 2023**

*Brookfield BRP Canada Corp (renewable energy), Gatineau, Quebec, Canada*

* Took ownership of the day-to-day accounting and financial close process for a portfolio of trading, operating, financing, and holding companies.
* Prepared timely and accurate journal entries as required in completing the month-end, quarter-end and year-end close process.
* Maintained, monitored and reconciled monthly general ledger reconciliations.
* Performed bank and other account reconciliations.
* Prepared and processed intercompany and external customer invoices.
* Worked with the Senior Accountant to support other departments such as Financial Reporting, Financial Planning and Analysis, and Consolidations in achieving successful internal and external reporting through providing variance analysis and supporting their understanding of the accounting records.
* Prepared Canadian and US sales tax returns as required.
* Generated monthly financial reports.
* Provided year-end audit support to auditor questions and requests.
* Performed ad hoc projects as needed during the year.

**Accountant**  **2018 - 2022**

*Centralized Accounting Department 3, Department of Education of Vinnytsia Municipal Council, Vinnytsia, Ukraine*

* Kept accounting the nutrition for 1500 children in 8 preschools.
* Created and controlled financial liabilities; made payments from the budget through the treasury.
* Worked with Suppliers to control and analysis the implementation of 15-20 contracts annually; published the fulfillment of contracts with suppliers on the internet portal of public procurement E-DATA.
* Controlled the accuracy of the write-off products by 16 storekeepers; conducted annual and out-of-schedule inventory count of the stock.
* Analyzed volumes of public procurement, fulfillment of financial liabilities, movement of funds on budget and special accounts, the movement of main stocks in the part of nutrition.
* Prepared on time accurate monthly, quarterly and annual reports for the manager.

**Office Manager 2015 - 2017**

*Private company Vasiliuk Co, Vinnytsia, Ukraine*

* Assessed office productivity and coordinated staff.
* Implemented and maintained company protocols to ensure smooth daily activities.

**Accountant 2007 - 2015**

*Concern GALNAFTOGAS (OKKO filling stations network), Vinnytsia, Ukraine*

* Controlled reflection of daily reports in SAP; analyzed and controlled types of payments from customers, created tax invoices.
* Produced accurate financial statements that help to track accounts in real-time.
* Reconciled balance sheets and statements.

**Skills**

*Hard skill*s:Microsoft Office Suite | IFS | Blackline | Cognos Controller |SAP| Spreadsheet | Team/Zoom | QuickBooks Online | Financial reports| Data analysis

*Soft skills*:Communication | Organization | Time management | Responsibility

Critical thinking | Strong attention to details| Analytical thinking

**Education**

**Certificate** of course “Introduction to Canadian Bookkeeping for Bookkeepers-Newcomers” (which covers QuickBooks Online), Calgary, Canada, 2023

**Master’s degree in Accounting and Auditing,** West Ukrainian National University, Ternopil, Ukraine, 2005

**Bachelor’s degree in Economics and Business**, West Ukrainian National University, Ternopil, Ukraine, 2004

**Junior Specialist in Accounting,** College of Economics and Law, Vinnytsia, Ukraine, 1999