

# Yun (Annie) Fu

Diploma / Bachelor's, Accounting Major

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## QUALIFICATIONS SUMMARY

More than five years accounting experience. Excellent skills in problem-solving, time management, independent work and teamwork. Proficiency with Microsoft Office, Opera, ERP, QuickBooks, Simply Accounting and advanced skills in Excel. Intermediate skills with SAP and knowledge with Sage 300. Detail-oriented and organized with the ability to consistently meet deadlines. Areas of expertise include:

- Accounts Receivable, Accounts Payable, Reconciliations and Month-end Closing
  - Internal Auditing
  - Payroll
  - General Ledger and Cash Management
  - Fixed Assets Depreciation and Management
  - Forecast, Budget, Cost Analysis
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## HONOURS AND AWARDS

- Honours graduate from Business Accounting program – included on Dean's List
  - Wiley Canada Top Accounting Student Award, 2015
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## EDUCATION

- **Diploma, Business Accounting**, George Brown College, Toronto, August, 2016
  - **Bachelor of Management, Accounting Major**, Jiangnan University, Wuxi, China, June, 2008
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## EXPERIENCE

### Payroll Administrator

04/2021 to current

### Canadian Red Cross

- Processing bi-weekly payroll and special payroll for hourly and salaried employees, timesheets and data imports on weekly basis, pay corrections, retros, historical adjustments, benefits adjustments, employee changes, system terminations, severance pay and ROE
- Verifies, maintains, and organize payroll information and documentations, data entry into HRIS and payroll systems and ensure accuracy
- Reporting accruals carry over balances and calculations of entitlements
- Responds to employee, manager and HR staff enquiries regarding benefits, timekeeping and escalations.
- Assist with reconciling payroll liability accounts

**Financial Administrative Assistant, Permanent full time**

01/2019 to 04/2021

L'Arche Ottawa

- Review, training and audit the budget preparation based on the guidelines, communicate with different departments to solve the problems, support with creating and distributing guidelines and best practices.
- Design, create and update the house budget analysis report with Excel to analyze the average cost and variances.
- Review and reconcile office petty cash and credit card; examine expense & mileage reimbursements.
- Prepare the maintenance account reconciliation, group insurance reconciliation report, design and update the vehicle maintenance report with Excel and make the performance analysis.
- Participate in specific projects, assist in procedures creation. Communicate and inquire problems with the fund provider. Extract expenses, update tracking report, submit reimbursement as approval and ensure the financial statement balanced.
- Review and post all accounting entries, payments, inflows and other internal transactions. Reconcile donor's database with GL.
- Assist HR Coordinator with payroll process including reviewing timesheet, vacations, leaves, pay amount and etc. identifying errors and omissions. Assist in designing and updating HR forms.

**Accounting Clerk, Permanent full time**

03/2018 to 01/2019

Capital Integral Property Management

- Enter and verify invoices once approved by Property Managers in the accounting system for payment, prepare and process EFT payments or run cheques, monitor supplier accounts to ensure that payments are up to date, handle supplier inquiries about payment status and supplier account statements where applicable.
- Correspond with condo boards in regards to payments, invoices queries and approval trainings
- Prepare bank deposits, review accounts receivable ledger regularly and follow up with on outstanding payments in compliance with financial policies and procedures, prepare information and contact law firm for owner accounts which require a lien to be placed against the property, follow up on invoice disputes, contact the owners for collection and problem-solving purpose
- Set up recurring entries, accruals when applicable, match transactions and adjust general ledger, produce monthly financial reports.

**Financial Assistant, Contractor**

02/2018 to 03/2018

L'Arche Ottawa

- Review and Enter the expense transactions based on the CRA requirement for the charity organization, reconcile credit card and bank statement.
- Maintain and produce the time analysis report with high-level Excel skills, reconcile and audit payroll, calculate the retro pay
- Audit petty cash and transactions, enter the entry into the system
- Manage vehicles and warranties.

**Staff Accountant Intern**

01/2018 to 03/2018

In-TAC Accounting and Taxation Services Firm

- Perform the full cycle of accounting for different clients by using the software QuickBooks and Excel, file taxes
- Approach the clients in both private sector and not-for-profit organization

**Sales Associate, Part time**

07/2017 to 02/2018

Coach Outlet Ottawa

- Constantly maintain presence on the sales floor to address customers' need
- Warmly greet and approach customers to initiate conversations and determine their preferences
- Honestly recommend appropriate items based on the standard of the customer service of Coach and use the theory of fashion to build a long relationship with customers
- One of the top 3 sales associates

**Bookkeepers, Contractor**

11/2016 to 02/2017

Toronto College of Dental Hygiene and Auxiliaries, Toronto

- Responsible for Accounts Receivable, Accounts Payable, General Ledger, Payroll, Bank reconciliation and etc.
- Make payments on time after confirming the applications are compliant with the company's policy; examine and post daily cash out to the correct accounts; reconcile credit card, bank and chargeback transactions; make adjustments as necessary
- Successfully spot and solve issues in the supplier's invoices to avoid the company paying extra amount

**Tax Returns Volunteer**

12/2016 to 03/2017

CVITP at St. Bartholomew's Anglican Church

- Interviewed clients, reviewed the original documents, successfully and accurately prepared and submitted individuals income tax returns through E-File system.
- Accepted trainings for individual income tax from the CRA volunteer program and the tax clinics.

**AR/AP Specialist**

01/2014 to 06/2014

AIRBUS GROUP, Beijing

World's leading aircraft manufacturer

- Prepared daily bank deposits, payments and entries, monthly cash flow statement, cash flow budget and cash reconciliation statement; reconciled and cleared inter-accounts in the month end closing; handled multi-currency accounting with exposure to the practice of hedging
- Checked and made payments for Accounts Payable and employees' claims; tracked Accounts Receivable status, implemented collection procedure, posted collections; processed and posted entries in SAP system
- Worked closely with functional departments, customers, suppliers and banks

**Accountant**

10/2011 to 10/2012

BioDuro, Beijing

Drug contract research organization founded in California, US

- Examined and reported on employees' reimbursement applications; trained 15 new staff on reimbursement policy to decrease the reimbursement problem; posted employees' claims and distributed expenses in ERP system
- Responsible for the full function of Accounts Receivable independently using ERP system and QuickBooks. Prepared monthly Accounts Receivable aging report, Revenue Budget and Variance report; reported to the US parent company
- Assisted Financial Analysis Manager to distribute expenses and make project cost analysis using Excel for reporting purposes
- Worked closely with the US finance team and other functional departments to perfectly fulfill daily work; coordinated external and internal auditors
- Identified issues with billing procedure and partnered with multi-department teams to implement more effective and efficient method which produced more accurate results

**Procurement Assistant, A/R Accountant, A/R supervisor**

05/2009 to 10/2011

PMPH Plaza, Beijing

Five stars hotel and property management

- Assisting in the establishment of the accounting system to capture and maintain company business transactions
- Assisted in managing fixed assets; checked payroll; filed individual income tax withheld
- Examined daily income, checked refund application using Opera system; tracked, booked and reconciled daily credit card transactions
- Maintained, analyzed and reported accounting information on general ledgers to record revenue/expenses for the outsourced units

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## **COMMUNITY CONTRIBUTIONS**

- Volunteer, CRC in Regent Park community
- Volunteer welcome desk, celebration of lunar year, Smart start and orientation at George Brown College