

Sofía Herrera

Senior Accountant

Chicago, United States · sofia.herrera@example.com · +1 (312) 555-0119

SUMMARY

Senior accountant with 4 years in corporate accounting and close. Owns balance sheet reconciliations and journal entries through month-end, prepares audit support that holds up without follow-up questions, and has cut two days off a five-day close.

EXPERIENCE

Senior Accountant — Lakeshore Industrial

02.2023 – Present

- Own the month-end close for two legal entities: journal entries, accruals, intercompany transactions and the balance sheet reconciliations behind them.
- Cut the close from five days to three by standardising the recurring journal templates and moving reconciliations into a shared tracker.
- Prepare audit support for the external audit, closing the last two cycles with no adjustments and no repeat requests.
- Resolved a \$340K intercompany mismatch that had been rolling forward for three quarters, and added the monthly control that prevents it.

Staff Accountant — Rivermark Services Group

07.2021 – 01.2023

- Processed accounts payable and receivable for 90+ vendor and client accounts, keeping aged AR over 60 days under 4%.
- Reconciled bank and credit card accounts monthly across six entities in NetSuite.

EDUCATION

B.S. Accounting — University of Illinois Chicago

08.2017 – 05.2021

SKILLS

Month-end close, Balance sheet reconciliation, Journal entries & accruals, Audit support, GAAP compliance, Accounts payable & receivable, Intercompany accounting, NetSuite, SAP, Advanced Excel, Internal controls

LANGUAGES

English (Fluent), Spanish (Native)

CERTIFICATIONS

CPA candidate — 3 of 4 sections passed, Illinois Board of Examiners (06.2025)