

# Bianca Potts

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(876) 543-2109

## PROFILE

Seasoned financial accountant with 6+ years' experience performing accurate and efficient internal audits and managing payroll. Proven track record for assertive and purposeful team leadership with a talent for analyzing and improving financial procedures. Exceptional organizer with the ability to oversee multiple projects simultaneously without compromising output quality or timescale management.

## PROFESSIONAL EXPERIENCE

### Financial Accountant

Stripe, San Francisco, CA | September 2016 - Present

- Work with colleagues to build scalable processes, contributing towards a 32% growth in 2020
- Carry out balance sheet reconciliations and internal financial audits, achieving a 99.9%+ accuracy rate during spot checks
- Lead a team of six colleagues to improve accounting procedures, reducing discrepancies by 76% over two years
- Collaborate with a multidisciplinary team to analyze new business propositions and generate policy and procedure recommendations

### Staff Accountant

San Francisco Proper, San Francisco, CA | July 2014 - September 2016

- Managed the payroll and processed and authorized weekly payments to staff members
- Handled financial and accounting inquiries and resolved 100% of discrepancies within the company's target timeframes
- Took accountability for accounts payable and generated end of month reconciliations
- Performed regular income audits, receiving praise in every appraisal cycle for accuracy and efficiency

## EDUCATION

### Bachelor of Science in Business Accounting

University Of San Francisco, San Francisco, CA

September 2010 - June 2014

Coursework completed:

- Auditing
- Federal Taxation
- Cost Accounting
- Contemporary Accountancy Topics

## KEY SKILLS

- Analytical skills
- Leadership and staff mentoring
- Spreadsheet management
- Multitasking and prioritization
- Strong written and verbal communication
- Organization

## CERTIFICATIONS

- Certified Public Accountant, 2016