

Fanny Guan - Jr Accountant

San Francisco, CA

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Objective

Detail-oriented and analytical junior accountant with a strong background in accounts payable, financial operations, vendor management and additionally, data analytics. Proven ability to streamline financial processes, manage budgets, and ensure timely and accurate financial reporting. Seeking a Junior Accountant role to leverage my accounting expertise, proficiency in QuickBooks and Bill.com, and experience in financial tracking to contribute to business objectives and support efficient financial operations.

Skills

Accounts Payable & Vendor Management: Extensive experience in processing invoices, onboarding vendors, and ensuring timely payments using QuickBooks and Bill.com

Bookkeeping & Reconciliation: Proficient in maintaining accurate financial records, performing general ledger reconciliations, and resolving discrepancies in bank and credit card accounts.

Financial Reporting & Budgeting: Skilled in developing and managing budgeting dashboards, financial tracking, and reporting for multi-project environments.

Accounting Software: Expertise in QuickBooks for accounts payable, invoicing, expense management, and reconciliation. Experience using Bill.com for vendor payments and financial workflows.

Data Analysis & Financial Tracking: Advanced proficiency in Microsoft Excel (pivot tables, VLOOKUP/XLOOKUP), SQL, and Google Sheets for financial data analysis and reporting.

Compliance & 1099 Reporting: Handled W9s and 1099 reporting, ensuring compliance with legal and tax requirements.

Experience

Operations & Accounts Payable; Digital Store Manager

[Ripplemakers, Inc](#) / [Kokak Chocolates](#) | September 2019 - April 2023

- Managed all accounts payable functions, including vendor onboarding, invoicing, and ensuring timely payments through QuickBooks and Bill.com.
- Processed invoices for video production projects, ensuring compliance with contracts and client agreements.
- Coordinated payroll for production staff across multiple projects and clients, ensuring accuracy and timeliness.

- Developed and maintained budgeting dashboards for video production projects, providing accurate financial tracking and reporting on Google Sheets.
- Handled bookkeeping tasks, including maintaining accurate financial records and performing monthly reconciliations of bank and credit card accounts.
- Assisted in preparing financial documents for audits and ensured compliance with 1099 reporting requirements with Quickbooks.
- Transitioned to managing operations at the company's second business, Kokak Chocolates, where I played a key role in its growth by overseeing financial operations, managing expenses, and optimizing financial workflows for both in-store and online operations. I also helped build the brand, spearheaded marketing initiatives, and streamlined overall operations, contributing to the business's success and recognition in a competitive market.

Education

- **University of California Irvine**, Bachelor of Science in Informatics, Specialization in HCI (Human Computer Interaction)

Certifications

- **Intuit Bookkeeping [Certificate](#)**, September 2024
- **Google Data Analytics [Certificate](#)**, December 2023

References

Carol Gancia | CEO, [Ripplemakers, Inc](#) / [Kokak Chocolates](#)
Email: carol@ripplemakersinc.com

Ben Glass | CEO, [The Good Chocolate](#)
Email: ben@goodchocolate.com

Ashley Estes | Production Lead
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