

# Olga Bowler, MAFM

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## Accountant/Finance Manager/ Multilingual

### PROFESSIONAL SUMMARY

High performing professional with 9 years of progressive full accounting cycle experience. Adept at the development and implementation of systems for the collection, analysis, reporting, and verification of financial information. Hard-working self-starter with high levels of judgment in prioritizing assignments. Proven ability to adapt to different environments and quickly learn new business processes. Targets and achieves objectives using critical thinking, problem-solving and analytical skills. Great attention to detail. Ability to perform under pressure while maintaining composure and focus. Strong verbal and written communication skills.

### EXPERIENCE

#### Wan Hai Lines Shipping, Scottsdale AZ

##### Assistant Finance Manager, Mar 2020 - Present

- Prepare financial statements. Perform month and year end processing. Prepare and distribute budget vs actual reports, travel and training reports. Prepare and book accruals. Book IFRS16 for Long Beach and Scottsdale offices. Maintain depreciation schedule. Adjust prepaid accounts. Record biweekly cash requirements. Reconcile corporate account by recording all transactions including incoming deposits and wires. Coordinate container loading and discharge data from ports managers. Calculate commissions using tiered commission rate schedule. Reconcile Intercompany. Reconcile incoming Taipei wires for previous month's commissions. Record, verify, maintain all accounting records regarding company's day to day business activities. Arrange weekly wires and ACHs to vendors. Process and reconcile customer refunds. Optimize terminal and port accounting workflow to accommodate new requirements for recording all principal expenses simultaneously. Create a system of compilation of various invoice types by vessel, and single handedly managed billing functions for East and West coast container terminals. This involves verifying contracted rates, container numbers, and all supporting information related to an invoice. Onboard new vendors by obtaining new contracts and tariffs and setting them up in Sage 100 and in the Citibank platform. Teach and mentor new junior staff members.

#### Sonobello, Scottsdale AZ

##### Senior Staff Accountant, Mar 2020 (Company shut down due to Covid-19)

- Functional management of the day-to-day processes including AP, Revenue and month & year-end closings.

#### SGA Group - Gampac Inc. /FSA, Scottsdale, AZ (2010-Present)

##### Staff Accountant, May 2016 – Mar 2020

- Assist with preparation of Monthly, Quarterly, and Yearly Financial statements
- Calculation and Preparation of GL entries for Monthly rebate accruals
- Ensure that pre-paid expenses are recorded in conformance with GAAP accounting principles
- Reconcile executive expense reports to the company's PNC credit card statements. Work on timely cancelation of financial obligations with carriers and non-trade vendors to assure the establishment of the most efficient long-lasting carrier relationships.
- Train, develop and manage various temp personnel in main processing areas such as XML file import, mass invoice distribution, invoice error analysis etc.
- Collaborate with peers to manage priorities and coordinate efforts with a focus on providing excellent customer service.
- Assist with On-Base electronic database implementation and testing to assure conversion to a paperless environment.
- Coordinate approximately \$50,000 in funds through wire transfers to Operating Units, carriers, and customers on a daily basis.

- Contributed to the 10% improvement of Gampac's credit score by proactively working with factoring companies and carriers on improving invoice flow and expediting payments
- Contributed improvement of company's bottom line by encouraging carriers to choose quick pay 5% payment option
- Participated in 3 major system upgrades by working together with the analytics team and IT on application requirements.
- Participated in various special initiatives such as tracking of "Loser loads", and validation of warehouse data against manually created Navision reports.

#### **Accounting Assistant, May 2011 - May 2016**

- Worked on full accounting cycle AP/AR utilizing Navision and US Bank Syncada payment software. Assisted with monthly, quarterly and yearly close. Assist with management of a variety of high volume accounting and finance-related tasks resulting from a major system upgrade. Participated in the onboarding process of the new Transportation Management System, Retalix and integration with Red Prairie software. Assisted with SGA reporting for major accounts to spotlight potential problems for executive management. Managed audit exceptions in Syncada system and assured fast resolution with carriers. Managed new carrier set up and tracking in order to establish trustworthy relationships with major carriers and OU's. Executed manual monthly calculation of B&O (Washington State) taxes based on data warehouse and rebate reports. Managed various Syncada reports such as unmatched seller/buyer, suspended orders/EEB discount calculation and audit exceptions to help with the elimination of possible upcharges due to additional assessorial charges and missed discounts. Process Red Prairie XML files in test and production and resolve related issues by using various reports such as Open rebate reports and ERP system info on actual purchase order freight amounts and manual adjustments.

#### **Accounts Payable, Nov 2010 - May 2011**

- Assisted the Operating Units of Boise, Fargo and Seattle with their daily financial needs. Assured the most effective workflow was in place as part of the centralized accounting efforts in Scottsdale corporate office. Tracked discrepancies and payment approvals to guarantee continuity. Participated in Ad-Hoc projects and new systems implementations.

#### **United States Embassy, NAS Agency, Bogota, Colombia (through Olgoonik Logistics)**

##### **Voucher Examiner, July 2008 - March 2009**

- Assisted with seamless functionality of NAS division of the US Embassy.

### **SKILLS MATRIX**

**Accounting:** Monthly, Quarterly, Yearly Reconciliations, P&L variances analysis, Preparation of GL Entries for Monthly Accruals, Expense Allocations, CPA candidate

**Computer:** Advanced MS Excel (Extract/Load, Pivot Tables, V-Lookups etc.), MS Word, PowerPoint, Outlook, On-Base, AS/400, Sage 100, Retalix, Red Prairie, Mercury Gate, Syncada and Navision applications and platforms, SQL

**Linguistic:** Multilingual. Advanced fluency in Spanish and Russian. Cross-language translation, interpreting, and proofreading

### **EDUCATION**

#### **Masters in Accounting and Financial Management** w/CPA emphasis and focus on International Finance

Keller Graduate School of Management, Phoenix, AZ.

Graduated with Distinction GPA 3.89 – June 2018

#### **Masters of Business Management** w/Specialization in Financial Management (accredited)

Escuela de Administración de Negocios, Bogota, Colombia

Graduated 2004 - GPA 3.47

#### **Bachelors Business Management** w/Specialization in Industrial Enterprise Management (accredited)

University of Civil Aviation, Riga, Latvia

### **CERTIFICATIONS**

**Certificate in Business Analytics – Cornell University** 2022

**Official Translator License (Advanced fluency in Russian/Spanish)** - Universidad Nacional de Colombia, Bogota, Colombia