

# HAILEAB GEBREMARIAM

## ACCOUNTING ANALYST



### PROFILE

Haileab works closely with the firm's accounting manager to ensure all accounting related efforts are efficient and transparent. He assists in preparing financial reports and is responsible for all accounts receivable and accounts payable items. Haileab is a double major graduate from the University of Colorado Denver in Finance and Risk Management.

### EXPERIENCE

#### FD STONEWATER - SEPTEMBER 2015 – PRESENT

- Process all accounts receivable and accounts payable items in an organized and efficient manner
- Responsible for Accounts Receivable functions, including bank deposits, cash receipts and input, generating monthly tenant statements and monitoring receivable balances
- Monitor, track and enter AP invoices into Accounting system ensuring correct coding and authorization
- Track incurred expenses on both company and project level
- Interpret accounts for forecasting and projection purposes
- Generate expense reports and organize/code credit card statements
- Perform cash management for assigned property (bank recs, wires, cash balance, etc.)
- Prepare monthly close reports for accuracy and completeness by the required deadlines
- Preparation and review of Balance Sheet account reconciliations
- Assistance preparing GAAP consolidated financial reporting
- Assistance preparing investor monthly and quarterly reporting

### PREVIOUS EXPERIENCE

#### STATE FARM – INTERNSHIP

- Performed billing, invoicing and updated customer's information to ensure that all relevant records were accurate, maintained and complete
- Developed sales leads, scheduled appointments, identified client needs, and learned appropriate insurance products and financial services
- Provided prompt, accurate, and friendly client support. Services included responding to inquiries regarding insurance availability, eligibility, overages, policy changes, claim submissions, and billing clarification
- Worked closely with the underwriters to ensure clients were receiving good service
- Worked with the agent to establish and meet marketing and sales goals

#### WELLS FARGO – BANK TELLER (LEAD)

- Comprehensive knowledge of banking products and services
- Skilled in basic computer applications and accounting software
- Possess strong management, organizational and multitasking skills
- Extensive knowledge of cash handling, retail service, and payment transactions
- Processed customer's transactions and helped to manage their finances

### EDUCATION

University of Colorado Denver, 2010 - 2015  
B.S - Finance and Risk Management (Double Major)