ROBERTO VILLANUEVA

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# SENIOR ACCOUNTANT

Dynamic Senior Accountant with a history of meticulous financial accounting leadership. Known for preparing accurate accounting information with exceptional quality control. Monitors financial transactions and analyzes reporting ensuring efficiencies are increased. Exceptional communication, known as a trusted advisor to senior leadership.

# AREAS OF EXPERTISE

Cost Accounting | International Financial Reporting Standards (IFRS) | Generally Accepted Accounting Principles (GAAP) Internal Control | Data Analysis | Financial Reporting | General Ledger | Forecasting | Customer Service | Budgets

# TECHNOLOGY

SAP | Blackline | CAS | Tagetik | Oracle-HFM | QuickBooks | Excel w/SmartView

| Paylocity | TaxWise | Intuit Tax Online | TaxSlayer Pro | Sabre Tax

# PROFESSIONAL EXPERIENCE

**Aptude, Inc. / Wolters Kluwer-Global Business Service (GBS),** Riverwoods, IL 02/2017 – 08/2024

**Senior Accountant,** 02/2017 - 08/2024

Prepared monthly/annual close, journal entries, accruals, analysis, and reconciliations of balance sheet accounts.

* Complete the month end closing tasks for up to five entities and then submit reports to the corporate office.
* Conducted detailed reconciliations for the supported area and analyzed the resulting discrepancies.
* Assist with the yearly audit procedures, organize the necessary paperwork for internal and external audit inquiries.
* Serve as the main liaison for the tax department, assemble tax packages, and assist with any tax-related inquiries.
* Process monthly Canada payroll and concur intercompany chargebacks to multiple US business units through the CAS software.
* Setup and maintained monthly Purchasing Card & Legal transactions by allocating and distributing charges through intercompany journal entries and function as the link between purchasing, legal and finance team.
* Gathering and consolidating data for quarterly and annual regulatory filings using the appropriate systems.
* Proactively participating in driving departmental improvements in process efficiency, as well as enhancements to SAP efficiency and Blackline software. In addition, take on special projects to further improve our operations.
* Prepared and processed IFRS 16 (Lease) journal entries and reconciliations.
* Analyzed and reviewed monthly financial statements and inter-company transactions find any variances, create appropriate journal entries and/or invoices needed.
* Prepared and processed International financial statements and uploaded Prelim and RepMod files to corporate office, used Intermediate to advanced experience with MS Excel, including v-lookups and pivot tables.
* Maintained and updated GL accounts, cost centers, and WBS project codes in the SAP Master Data system.
* Reviewed and trained junior accountants monthly journal entries and reconciliations.

**Central Life Sciences / Central Garden and Pet,** Schaumburg, IL 09/2016 - 01/2017

## Senior Accountant - Contract

Prepared monthly and year-end journal entries, accruals, analysis, and reconciliations of general ledger accounts.

* Prepared monthly, quarterly, and annual GAAP financial statements and internal standard report package and miscellaneous reports for management.
* Performed variance analyses and prepared comments for significant differences.
* Developed and maintained spreadsheets and workbooks supporting detailed account analyses.
* Transmitted and reconciled company file through ERP/HFM to corporate office.
* Participated in the annual independent audit process as assigned, ran SAP reports, and exported to Excel to create reports by using Pivot Tables, VLOOKUP, and Macros.

**Global Cash Merchant Services,** Arlington Heights, IL 09/2013 - 02/2016

## Senior Accountant

* Prepared monthly/annual close, journal entries, accruals, analysis, and reconciliations of balance sheet accounts for a variety of companies, such as Commercial Loan Originator, ATM sales/service and multiple restaurants, and bars.
* Recorded and verified all transactions related to the Accounts Payable process.
* Performed monthly reconciliations on all bank accounts and credit cards.
* Prepared restaurants weekly labor cost and cash flow reports.
* Prepared year end work papers for outside accountant.
* Mentored accounting clerk by coordinating activities and answering questions.
* Developed and maintained accounting processes and procedures to improve efficiency.
* Ensured compliance with relevant laws and regulations and integrity of financial data.

# EDUCATION

In progress, **CPA Certification Master of Accountancy, MACC**

Keller Graduate School of Management, Addison, IL

**Bachelor of Science,** Business Administration - Accounting DeVry University, Addison, IL