Ignatius Okojie

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Dynamic and results-oriented accounting professional, possessing extensive experience in financial reporting, auditing, and compliance. Demonstrates proven leadership and organizational capabilities, skilled in managing multiple assignments within deadline-driven and customer-focused environments. Recognized for exceptional problem-solving skills, effective collaboration within teams, and outstanding time and project management.

**PROFESSIONAL EXPERIENCE**

**Hyper Microsystem Inc04/2022 till Present**

***Senior Accountant***

(04/2023- Present)

* Oversee general ledger functions and manage the month-end and year-end closing processes.
* Ensure the integrity of accounting information by accurately recording, verifying, consolidating, and entering transactions.
* Summarize financial status by gathering relevant data and preparing balance sheets, profit and loss statements, and other essential documents.
* Review and manage accounts payable and receivable diligently.
* Maintain and reconcile fixed asset schedules.
* Lead intercompany account reconciliations and manage 1099 forms as well as sales tax reporting.
* Supervise direct reports, providing assistance and responding to external audits as necessary.
* Achieve timely project completion through effective multitasking and prioritization.
* Support business processes and accounting policies while preparing the corresponding documentation.
* Ensure compliance of accounting procedures with Generally Accepted Accounting Principles (GAAP).
* Review and analyze financial data, producing reports on financial status based on these analyses.
* Actively participate in establishing financial standards and contribute to the forecasting and budgeting processes.
* Safeguard the organization’s value by maintaining confidentiality of sensitive information.

***Staff Accountant***

(04/2022-4/2023)

* Demonstrates excellent verbal and written communication skills and possesses a proven ability to manage multiple projects concurrently.
* Capable of reading, reviewing and analyzing financial statement reports to ensure accuracy and compliance with legal requirements.
* Responsible for recording journal entries for adjustments and inspecting account books to ensure both efficiency and accuracy.
* Organizes and updates financial records systematically.
* Conducts reviews of Accounts Receivable and Accounts Payable.
* Generates monthly balance sheets and profit and loss reports.
* Undertakes monthly bank/credit card reconciliation and intercompany accounts.
* Works collaboratively with other departments to ensure the fulfillment of all customer requests.
* Approves shipping quotes in alignment with company benchmarks.
* Organizes and systematically updates financial records.
* Recommend strategies to reduce costs and enhance revenue.
* Prepare documentation required for external audits.

**Account Consultant (Contract) 10/2021- 03/2022**

***4Lgoz.com***

* Prepared balance sheets and profit and loss statements while effectively managing accounts receivable.
* Verified invoices, executed daily cash management tasks, and ensured financial records were consistently updated.
* Collaborated with sales teams to cultivate client relationships and enhance/streamline the onboarding process.
* Maintained accounts receivable records to guarantee that ageing accounts are up to date.
* Ensuring that credits and collections were accurately applied, uncollectible amounts were duly accounted for, and discrepancies were promptly resolved to uphold financial integrity.

**Benson Idahosa University**  **11/2017- 10/2021**

***Senior Internal Auditor***

(10/2019-10/2021)

* Conducting comprehensive risk assessments to recommend mitigation strategies and identify potential cost savings.
* Engaging with management to ensure the effective implementation of remediation measures within the company’s financial operations.
* Preparing and reviewing annual audit memoranda.
* Researching relevant federal and state laws and regulations to ensure compliance.
* Drafting reports of audit findings, soliciting management responses, and issuing reports in accordance with the standards established by the Internal Audit department.
* Documenting audit procedures in alignment with the department’s established audit methodology.
* Conducting evaluations to assess the adequacy of internal control designs.
* Performing audit testing in designated areas to identify issues and delineate risk dimensions.
* Communicating findings and recommendations to all levels of management effectively.
* Advising on existing internal audit methodologies and programs to address the principal business risks.

***Senior Accountant***

*(11/2017-10/2019)*

* Oversaw the operations of the finance department, with a focus on cash flow forecasting and expenditure tracking.
* Established robust accounting controls, reconciled financial accounts, and validated disbursement documentation.
* Collaborated with various departments to uphold fiscal responsibility and ensure compliance with regulatory standards.
* Coordinated with other departments to monitor their expenditures, as well as manage monthly pension contributions, taxes, and regulatory remittances.
* Ensured the availability of adequate funds to satisfy ongoing operational capital investment requirements.
* Maintained accounting controls by developing and recommending relevant policies and procedures.
* Conducted account reconciliations to ensure accuracy and transparency in financial reporting.

***Ogiemudia Dave & Co (Chartered Accountant)*** **01/2016-11/2017**

**Audit Manager**

* Developed and executed comprehensive audit plans while providing mentorship to audit personnel, ensuring the prompt completion of audit programs.
* Conducted thorough analyses of financial data for clients and incorporated best practices into established audit methodologies.
* Collaborated effectively with management to address audit findings and proposed corrective actions.
* Attained a thorough understanding of clients' internal control systems and applied relevant auditing procedures.
* Provided training and mentorship to audit assistants and other audit staff to enhance their skills and knowledge.
* Performed detailed analyses of financial data, including records, reports, and statements.
* Integrated best practices and systematic approaches into the audit programs to improve overall efficiency.
* Executed audits of employee payroll taxes, specifically Pay As You Earn (PAYE), on behalf of the State Board of Internal Revenue Service.
* Conducted audits of Value Added Tax (VAT) on behalf of the Federal Inland Revenue Service.

***Eco Bank Nig Ltd.* 12/2007-12/2015**

**Internal Auditor/Compliance Officer.**

* Develop, review, and monitor adherence to the firm’s internal processes and procedures concerning finance and other operational areas, including the utilization of office assets, information technology infrastructure, and compliance with regulatory standards.
* Conduct reviews and oversight of the firm’s business disaster recovery plan, identifying potential risk areas and ensuring that appropriate measures are implemented for risk mitigation.
* Investigate and report any violations of established processes, procedures, and regulatory standards across the firm's operations, with a particular emphasis on the finance sector. Formulate effective action plans in response to identified findings and compliance violations.
* Report to management regarding the firm’s level of compliance and potential risk areas, providing actionable plans to address these risks.
* Ensure that all staff members adhere to the established processes and procedures.
* Present monthly bank reconciliation reports to management as required.
* Verify that proper approval and documentation accompany all financial transactions.

**Key Achievements:**

* Mentored and trained new employees, resulting in an enhanced onboarding process and improved employee retention rates.
* Proactively identified and implemented new procedures for managing evolving priorities, which led to a reduction in errors and an increase in operational efficiency.
* Effectively prioritized tasks and completed a project ahead of the established schedule.
* Established clear communication channels with team members, thereby enhancing collaboration and productivity.
* Negotiated with vendors and suppliers to secure discounts and favorable payment terms, resulting in substantial cost savings.
* Implemented a new expense management system that decreased overall expenditure and fostered an increase in revenue.

**EDUCATION**

CPA in Progress….

Business Ethics- Dec 2023 College of DuPage, IL, USA.

Associates Chartered Accountant. (ACA). Institute of Chartered Accountants of Nigeria.

MBA: - University of Benin, Nigeria

B.Sc. in Accounting-University of Benin, Nigeria

**SOFTWARE**

Sage Evolution, QuickBooks, and Microsoft Office (V-lookups, Pivot Table, PowerPoint, Word, etc.)

**SKILLS & CORE COMPETENCE**

* Possessing a keen attention to detail,
* Demonstrate adaptability, effective decision-making skills, and commitment to teamwork and collaboration.
* Skilled in process improvement and optimization,
* Knowledge of GAAP and IFRS accounting standards.
* Financial reporting, internal auditing, accounts payable and receivable management, risk assessment, client relationship management, and team leadership.