



Erica Halfacre

Accounting & HR Administrator



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Lexington, KY



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EDUCATION

Bachelor of Business Admin with emphasis in Accounting

Estimated Graduation Date
December 2023

Southern New Hampshire University

Associate in Accounting

GPA 3.8 – Graduated with Honors
2019

Mira Costa College

EXPERTISE

QuickBooks Online & Desktop



Microsoft Excel



Problem Solving



Web / Tech Savvy



OTHER SKILLS

ADP & BBSI Payroll Experience

GAAP Accounting

Scheduling 200+ Associates

Highly Detail-oriented

Positive & Patient

Shopify & Amazon Integrations

Team Leadership

Bookkeeping for Non-Profit

PROFILE

- Accounting Manager with 8+ years of experience providing Accounting Services
- Possesses strong quantitative problem-solving & prioritization skills
- Adaptive to change & look forward to experiencing new opportunities
- CTEC Certificate of Completion Dated May 30, 2017

EXPERIENCE

Accounting Manager / HR Administrator

Aviva Stanoff Design, Inc. | Vista | Oct. 2019-Present

- Performing general accounting activities, including collecting, entering, & analyzing financial transactions in accordance with company policies & GAAP
- Generating semi-monthly payroll through BBSI ensuring accuracy
- Streamlined current business procedures to increase work efficiency & trained all associates in inventory management software
- Successfully entered 2 years of past due books for both Corporation & LLC, keeping books current on a go forward basis
- Generate regular reports detailing accounting activities & financial trends
- Successfully reduced ongoing accounts receivable past due balance by \$830k
- Weekly meeting with CFO to review budget & accounts payable
- Prepared month-end balance sheet reconciliations for accuracy & legitimacy
- Monitor the status of transactions & coding structures to ensure alignment with company policy & guidelines

Accounting Manager

Revolution Laboratories, LLC | Solana Beach, CA | Oct 2015- Oct 2019

- Identified & recovered \$500k in missing reserve balances for merchant processors, prompting for audit team
- Managed a team of 3 junior accounting specialists who conducted audits & entered multiple LLCs & Corporate books
- Developed a more efficient workflow by setting up new & improving existing accounting & documentation processes
- Effective software integrations for Ebay, Shopify, Amazon Seller Central
- Support the month end closing & financial statement preparation, review & analysis

Accounting Manager

Private Label Ecom, LLC | Salt Lake City, UT | Feb 2018 - Oct 2019

- Managed accounting activities to ensure compliance with accounting principles & policies - Revolution Laboratories part owner (new venture)
- Prepare accurate, timely financial reports of company expenditures following the established schedule between both owners
- Generating bi-weekly payroll through ADP ensuring accuracy

Accounting Manager

Pretty Fit, LLC | Solana Beach, CA | May 2018 - Oct 2019

- Managed accounting activities (including Goodwill entry) to ensure compliance with accounting principles & purchase contract - Revlabs purchased percentage of existing company
- Shopify & Amazon Seller maintenance