



Juan Garcia Ayala

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Professional Summary

Financial Reporting and Reconciliation
QuickBooks and QuickBooks Payroll
Journal Entries and General Ledger Management
Payroll Processing
Invoice Management
Financial Auditing Support
Compliance and Licensing
Accounts Payable and Receivable Management

Skills

Quickbooks Experience • Customer relations • Spanish fluency • Bookkeeping Experience

Relevant Experience

Office Manager/Business Accountant

September 2023 – Present • Neal Landscape and Irrigation Company • Savannah, GA

- Ensured costs and revenues were recorded accurately for each project
- Prepared and posted journal entries in Quickbooks
- Reconciled and reported financials on a monthly basis
- Performed payroll using QuickBooks Payroll
- Managed invoices and payments efficiently
- Conducted bank and other general ledger account reconciliations
- Assisted with audits conducted by the Internal Revenue Service
- Ensured all business formalities and licenses were up-to-date
- Prepared and updated standard procedures
- Oversaw and supported accounts payable (AP) and accounts receivable (AR) ledgers.

Property Accountant

May 2021 - September 2022 Jones Lang Lasalle, Chicago, IL

- Met accounting financial standards by providing the accounting department with annual budget information.
- Maintained cash flow by monitoring bank balances and cash requirements.
- Renewed business insurance by scheduling values, including personal and real property, vehicles, computers, equipment, media, and accounts receivable.
- Helped clients navigate interactions with tax authorities and legal concerns related to financial matters.
- Tracked and recorded expenses and reconciled accounts.
- Completed daily cash functions such as account tracking, payroll and wage allocations, budgeting, donations, and various types of cash and banking reconciliations.

Education

Bachelor of Science (B.S.) in Accounting

Illinois State University, Normal, IL

Graduated: May 2021

Certifications and Professional Development

- Currently pursuing Certified Public Accountant (CPA) designation
- Aspiring to become a Forensic Accountant