

Emily Carter

Staff Accountant, CPA · General Ledger & Close

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SUMMARY

Detail-driven CPA with 6 years in corporate accounting. Owns the month-end close, keeps the books audit-ready, and finds the process fixes that cut errors and free the team for analysis.

EXPERIENCE

Senior Staff Accountant · Texas Instruments

Feb 2021 – Present

Dallas, TX

- Cut the monthly close from 8 days to 5 by automating reconciliations in NetSuite.
- Owned \$40M in GL accounts with zero audit adjustments across three annual audits.
- Built variance-analysis templates that flagged a \$220K billing error before quarter-end.
- Partnered with FP&A on monthly reporting, turning the close packet around two days sooner.

Staff Accountant · Deloitte

Jul 2018 – Jan 2021

Dallas, TX

- Prepared journal entries and reconciliations for 12 mid-market clients.
- Supported audits with workpapers that reduced reviewer follow-ups 25%.
- Documented close procedures that cut new-hire ramp time from 6 weeks to 4.
- Researched technical accounting questions and drafted memos for manager review.

Accounting Intern · H-E-B

Jun 2017 – Dec 2017

San Antonio, TX

- Reconciled store-level cash and inventory accounts across 8 locations.
- Automated an Excel report that saved the team ~5 hours each week.

EDUCATION

B.S. Accounting · University of Texas at Dallas

May 2018

SKILLS

Accounting: GAAP, Month-end close, Reconciliations, Accruals, Variance analysis, Audit support

Systems: NetSuite, SAP, QuickBooks, Excel (advanced), Hyperion

CERTIFICATIONS

Certified Public Accountant (CPA) – Texas · Certified Management Accountant (CMA) – in progress