

Priya Raman

Staff Accountant, CPA (Ontario)

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PROFESSIONAL SUMMARY

CPA-designated staff accountant with 6 years in full-cycle accounting for Ontario small and mid-sized businesses. Owns month-end close, HST/GST filings and year-end working papers under ASPE, and rebuilt a 9-entity reporting pack in QuickBooks Online.

CORE SKILLS

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|--------------------------------|-------------------------------------|
| • Full-cycle accounting | • Accounts payable & receivable |
| • Month-end close | • Bank & credit card reconciliation |
| • HST/GST & payroll remittance | • Excel (pivot tables, XLOOKUP) |
| • ASPE year-end working papers | • Payroll (Ceridian, Wagepoint) |
| • QuickBooks Online & Desktop | • Audit preparation |
| • Sage 50 / Sage Intacct | • Variance & margin analysis |

PROFESSIONAL EXPERIENCE

Staff Accountant

2022 – Present

Northline Business Services, Mississauga, ON

- Run full-cycle month-end close for 9 client entities, cutting close from 12 business days to 6.
- File monthly HST and payroll remittances for 30+ Ontario clients with zero CRA late-filing penalties in 3 years.
- Prepare ASPE year-end working papers and liaise with external reviewers, clearing 95% of queries on first pass.
- Rebuilt the QuickBooks Online chart of accounts across 9 entities so margin reporting is comparable client to client.

Bookkeeper

2019 – 2022

Harbourview Trades Group, Toronto, ON

- Owned AP/AR for a \$14M construction firm, holding average collection at 34 days.
- Reconciled 6 bank and credit-card accounts monthly and cleared a 14-month backlog in the first quarter.
- Processed bi-weekly payroll for 85 hourly staff, including union dues and vacation accruals.

CERTIFICATIONS & EDUCATION

- Chartered Professional Accountant (CPA, CMA) — CPA Ontario, 2023
- QuickBooks Online Advanced ProAdvisor — 2024
- Honours Bachelor of Commerce, Accounting — York University, Toronto, ON, 2019