



JHAYVEONNE WALKER

Staff Accountant

CONTACT ME

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Email

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EDUCATION

Bachelors of Science in Accounting
University of Texas at Dallas

WORK EXPERIENCE

OSMEAC Solutions LLC | 2022 - Current

Staff Accountant

- Provide accounting support on various projects/tasks.
- Ensure milestones and target dates are met.
- Perform special projects/requests, as required.
- Maintains records of financial transactions by establishing accounts; posting transactions; and ensuring legal requirements compliance.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.

SIHAF Group LLC | 2021 - Current

Accountant

- Oversee and review financial records from the bookkeeper for three entities
- Preparing the school's annual budget and updating it when needed
- Assisting in yearly audit procedures and liaising with all parties involved
- Producing monthly reports to the Director and board team.
- Monthly payroll for all three entities (Quickbooks)

USDAA | 2020 - 2021

Bookkeeper/Entry Accountant

- Accounts Payable for over 150 vendors
- Accounts receivable for over 200 customers
- Entered all data monthly data, performed reconciliations
- Assisted CPA with monthly financials
- Produced payroll to employees (Trinet)