

# Jun Xie Liang (Steven)

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## Work Experiences

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### GrubMarket Inc - San Francisco, CA

*Portfolio Accountant*

Nov 2022 - Present

- Manage over ten subsidiaries' month-end close accounting activities, accounts payable/receivable, bank/intercompany reconciliation, data cleanup, and adjustments
- Collaborate with the system implementation team to troubleshoot issues between operations and accounting in NetSuite
- Prepare audit samples to support pre-IPO readiness and ensure seamless audit procedures
- Team up with the Deloitte tax team to support corporate income, sales, and gross tax filings
- Report directly to the CFO on headquarters' operational expenses

*Accounts Payable Specialist*

- Collected W-9 forms from over a hundred vendors and filed 1099 tax forms for eighty subsidiaries
- Assisted the FP&A team with expense management and budgeting, providing insights for cash flow and forecasting during each financial cycle
- Reviewed and submitted reimbursement reports for over fifty employees, ensuring accuracy and compliance with company policies
- Prepared and processed paper/electronic payments, including checks, ACH, and wire transfers, totaling upwards of one million dollars per month

### Tiger Soles - Middletown, DE

*Accounts Payable & Receivable Specialist [Remote]*

Aug 2021 - Nov 2022

- Managed monthly accounts payable and receivable processes, ensuring accuracy and timeliness
- Handled weekly billing activities, including invoice generation and tracking overdue accounts
- Conducted bank reconciliations and reconciled credit card accounts
- Ensured proper coding of general ledger entries and maintained monthly closing and opening procedures

*Operations Assistant [Remote]*

- Maintained sales transaction records and efficiently managed inventory using Google Sheets
- Oversaw Amazon Web Services (AWS) servers using Royal TS software
- Utilized key sequence task manager to automate complex tasks within AWS servers, enhancing efficiency
- Coordinated inbound and outbound deliveries with suppliers, ensuring timely and accurate shipment processes

## Education

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### San Francisco State University, CA

Aug 2017 - Aug 2021

*Bachelor of Science in Accounting*

### Relevant Coursework

- Accounting Ethics, Business Finance, Calculus & Science, Cost Accounting, Government and Nonprofit Accounting, Intermediate I/II, International Accounting, Information Systems for Business Process Management

## Skills

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**Language:** Chinese (Mandarin and Cantonese), Japanese

**Accounting:** Experienced with reading (10Q) (10K) (8K), balance sheets, cash flow, and income statement. Understand GAAP, IFRS, FASB & GASB accounting standards.

**Information System & Technology:** Proficient in Netsuite ERP, Microsoft Office Suite, Amazon Web Services, QuickBooks, Royal TS and Tableau. Semi-fluent in HTML, CSS and C++ coding.