

# LUFUNO

## Finance Accountant & Invoicing Analyst

RooCruit

Boksburg, Johannesburg East, South Africa

### PROFESSIONAL SUMMARY

Detail-oriented finance professional with over five years' experience in accounting, invoicing, and reconciliations. Specialized in enhancing analytical accuracy and process improvement within invoicing analyst roles, with a passionate focus on collaboration and leveraging technology to optimize finance operations. Proven track record in managing full-cycle financial processes for international and local entities.

### KEY SKILLS

Financial Reporting & Month-End Close	Accounts Receivable & Payable
Advanced Excel (Pivots, VLOOKUPS) & Power BI	SAP, CRM, QuickBooks & QlikView
Invoicing & Billing Management	Data Analysis & Process Improvement
Payroll Processing & Administration	Cross-Functional Collaboration

### PROFESSIONAL EXPERIENCE

**Finance Accountant** **Jan 2024 - Oct 2025**  
*Global Industrial Manufacturing Corporation*

- Oversaw full-cycle invoicing and reconciliation processes, ensuring accurate customer billing in line with service agreements.
- Managed cash and credit allocations, ensuring precise posting to customer accounts.
- Investigated and resolved billing discrepancies to support accurate month-end reporting.
- Prepared monthly accounts receivable aging reports and financial reconciliations.

- Collaborated with senior accounting staff to facilitate timely payment processing and vendor master data maintenance.
- Recorded general ledger entries in compliance with accounting standards and prepared quarterly financial reports.
- Implemented process improvements to enhance accounts payable efficiency and internal controls.
- Processed weekly payroll preparations for employee wages.

**Key Accounts Assistant****Feb 2023 - Jan 2024***International Pharmaceutical & Healthcare Company*

- Managed multiple high-value customer accounts, ensuring timely issuance of invoices and credit notes.
- Supported accounts receivable processes and handled complex invoicing-related queries and disputes.
- Produced weekly and monthly financial analysis reports, identifying key trends and variances.
- Calculated log fees and maintained client account reconciliations to ensure strict compliance.
- Supported process optimization initiatives to improve invoice turnaround time and accuracy.
- Collaborated with finance teams to ensure audit readiness and accessibility of financial records.

**Bookkeeper****Mar 2021 - Jan 2023***Regional Trading and Projects Firm*

- Managed daily bookkeeping including general ledger, AP/AR, and bank reconciliations.
- Prepared quotations, invoices, and payment schedules for a diverse client base.
- Supported the preparation of financial statements and tax submissions in compliance with statutory requirements.
- Accurately recorded daily financial transactions and assisted in balance sheet preparation.
- Assisted in project documentation, preparations, and updates.

**Accounts Trainee****Feb 2019 - Feb 2021***Major Electrical Infrastructure Manufacturer*

- Assisted in journal entries, reconciliations, and inter-company accounts management within an ERP system.
- Processed documentation for accounts payable and receivable including delivery notes and invoices.
- Supported budget preparation, stock takes, and internal audit processes.
- Handled payroll tasks including timekeeping, overtime authorization, and leave processing.
- Managed general office administrative tasks, including professional filing and archiving.

## EDUCATION

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### **Bachelor of Commerce Honours in Accounting (ACCA)** (Ongoing)

University of KwaZulu-Natal, South Africa

### **Bachelor of Commerce in Financial Accountancy** (2018)

North West University, South Africa

## CERTIFICATIONS

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- Sage VIP Payroll Certificate (2024)
  - Project Management Certificate - Services SETA (2024)
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