

ALFREDO FERRER

Tech-Driven Accountant | Full-Charge Bookkeeper | Lawyer | Remote Finance Specialist

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PROFESSIONAL SUMMARY

Bilingual Certified Public Accountant (CPA) with 9+ years of experience delivering accurate, efficient, technology-driven financial operations for U.S.-based and international companies, fully remote. Core expertise spans full-cycle bookkeeping, bank reconciliations, accounts payable & receivable (AP/AR), month-end close, and financial reporting, with hands-on experience managing multi-entity accounting across home improvement, construction, logistics, and professional services. Skilled at using QuickBooks Online, automation, AI-assisted tools to reduce manual work and error rates, delivering a clear financial picture faster. Proven track record managing the books for 2–3 companies simultaneously, with a background in legal and compliance environments that adds analytical depth to every engagement.

CORE SKILLS & KEYWORDS

Full-Charge Bookkeeping • QuickBooks Online • Job Costing • Accounts Payable & Receivable • Bank & Account Reconciliation • General Ledger Maintenance • Multi-Entity Accounting • Financial Statement Preparation (P&L, Balance Sheet, Cash Flow) • GAAP Compliance • Chart of Accounts Setup • Month-End & Year-End Close • Invoicing • AI for Business / Automation • Microsoft Excel (Advanced) • Google Workspace • Clio Case Management • Client & Customer Service and Support • SOP Development • Legal & Compliance Support

PROFESSIONAL EXPERIENCE

Bookkeeper | The Profit Masters — Miami, FL, USA

Jan 2025 – Present

- Lead integration of specialized accounting workflows into client procedures, streamlining chart of accounts for maximum clarity and reporting accuracy.
- Conduct deep-dive pricing analysis to identify margin leaks and optimize profitability using proprietary frameworks.
- Handle niche industry accounting nuances including lending fees, sales commissions on undersold jobs, and project-based job costing.
- Oversee full-cycle accounts payable and receivable, ensuring healthy cash flow and strong vendor relationships.
- Maintain and analyze P&L statements against company guidelines, delivering actionable financial insights to business owners.
- Serve as primary financial point of contact, translating complex financial data into clear business language for clients.

Financial Analyst | Hired Remoteli — New York, USA

Oct 2024 – Jan 2025

- Monitored outstanding invoices and accounts receivable balances, improving on-time collection through proactive follow-up.
- Prepared and issued accurate sales invoices, coordinating collection efforts between internal teams and external clients.
- Reconciled accounts and financial transactions, maintaining audit-ready, up-to-date financial records.
- Assisted in preparing financial statements and management reports, translating raw data into actionable insights.
- Analyzed financial trends to support decision-making and identify areas for process improvement.
- Developed and maintained SOPs for finance department processes, continuously refining them to improve efficiency.

Payroll Analyst | Logistics Administrative Solutions — USA

Mar 2023 – Jul 2024

- Managed accurate record updates and data within Paylocity, ensuring precise payroll processing for a multi-driver workforce.
- Conducted detailed pre- and post-payroll audits to ensure accuracy and regulatory compliance.
- Facilitated onboarding for new employees, including drivers, using Paylocity and Open Force, and issued contracts efficiently.
- Managed and updated Job Codes and Route Codes using Excel and advanced data analysis techniques.
- Developed and implemented SOPs for process documentation, ensuring consistency, clarity, and compliance.

Legal Assistant | Moaddel Law Firm — Los Angeles, CA, USA

May 2022 – Oct 2022

- Managed 200+ affirmative and defensive asylum immigration cases, ensuring comprehensive documentation and compliance using Clio.
- Coordinated client case logistics with detention centers and attorneys to obtain critical information and ensure case progression.
- Prepared and organized legal filings for immigration court and USCIS, tracking case details and deadlines in Excel.
- Conducted client interviews to gather statements supporting asylum case preparation.

- Prioritized and met multiple client deadlines while maintaining high client satisfaction.

CEO | Ferrer & Asociados, S.C. — Maracaibo, Zulia, Venezuela

Jul 2019 – May 2022

- Prepared financial statements — balance sheets, income statements, and cash flow statements — on schedule for multiple clients.
- Developed and monitored client budgets, tracking expenses and flagging variances for corrective action.
- Managed end-to-end billing cycle: invoicing, payment follow-up, receipting, and accounts payable reconciliation.
- Categorized and reconciled transactions across bank accounts and credit cards, ensuring GAAP compliance.
- Maintained supplier relationships and ensured accurate, timely recording of all financial data.

Senior Auditor | Carbones del Zulia, S.A. — Maracaibo, Venezuela

Jul 2018 – Jul 2019

- Reduced administrative procedural errors by 30% by identifying internal control weaknesses and redesigning workflows.
- Cut audit turnaround time by 25% while improving detection of fraud, errors, and process inefficiencies.
- Built a reconciliation framework that aligned account staying and payroll data with best-practice standards.
- Documented business processes and accounting policies to strengthen internal controls and GAAP compliance.

Semi-Senior Auditor | Zulia's State Government — Venezuela

Mar 2016 – Jul 2018

- Part of the Internal Audit Unit — created audit plans to evaluate administrative and operational processes across the Zulia State Government.
- Reviewed accounting and financial documentation for 10+ government offices as part of ongoing audit engagements.
- Evaluated internal control systems and identified risk areas, achieving a 25% reduction in risk through improved controls.
- Managed day-to-day audit engagement activities, including fieldwork and completion of work papers, to support high-quality audits.
- Managed departmental asset inventory and maintained up-to-date records.

EDUCATION

Law Degree — Universidad Rafael Urdaneta, Venezuela | 2019 – 2022

Specialization in Audit — Universidad del Zulia, Venezuela | 2015 – 2021

Bachelor's Degree in Accounting — Universidad del Zulia, Venezuela | 2008 – 2013

CERTIFICATIONS

Certified Public Accountant (CPA) • Intuit Bookkeeping Certification • EF SET English Certificate 68/100 (C1 Advanced)

LANGUAGES & TOOLS

English (C1, Full Professional) • Spanish (Native) • QuickBooks Online • Paylocity • Open Force • Clio • Microsoft Office & Excel (Advanced) • Google Workspace (Advanced) • AI tools / ChatGPT for automation • Payments Processors • Stripe • CRMs • Antigravity • OpenCode • Claude • Slack • Make • N8N