

EMILIE HILL

(317) 560-1808 | eh235@evansville.edu

EDUCATION

University of Evansville - Evansville, IN

Bachelor of Science in Accounting

GPA: 3.60

Completed May 2023

Liberty University – Lynchburg, VA

Master of Science in Forensic Accounting

Expected December 2025

CPA Accreditation

Expected July 2025

EXPERIENCE

Terrasmart, Inc.

Staff Accountant

Cincinnati, OH

April 2024-Present

- Perform monthly close activities to ensure timely and accurate reporting; includes preparing monthly journal entries, account reconciliations, accruals, and reports in coordination with the finance team
- Assists in managing the AR and Revenue processes
- Responsible for the Sales and Use tax process including filings, review of tax exemptions, and validation of tax rates for the Estimating group
- Assists the Controller in managing SOX controls procedures and audit requests
- Manages business licenses and renewals

GEMCO Constructors

Staff Accountant

Indianapolis, IN

October 2023-April 2024

- Responsible for making AMEX payments and recording properly in our system in a GL or job cost entry; Make the proper entry for all MasterCard transactions monthly
- Responsible for the sales tax process and filings each month while ensuring we stay compliant with each state; Enter monthly invoices in ComputerEase for each state
- Manage our Transport company, reconciling cash, month end entries, cutting AP checks while ensuring the intercompany stays balanced; Responsible for closing the company each month
- Responsible for pulling fuel card statements and allocating correctly to each department and job
- Post recurring entries each month (Rent, Prepaid entry, Bonus accrual, Depreciation estimation, Goodwill amortization, Property tax accrual, and Internet)
- Pull our Enterprise bill each month for GEMCO and Transport; Record any new vehicles or vehicle disposals in our system while also recording them in our fixed assets software, ensuring it stays balanced with ComputerEase
- Make payments to a specific list of vendors via AMEX twice a month

GEMCO Constructors

Payroll Specialist

Indianapolis, IN

January 2023- October 2023

- Set up new employees in payroll system to ensure proper withholdings; submit employee 401(k) contributions on a bi-weekly basis
- Responsible for reviewing time and importing, benefit set up, 401(k) updates, importing vacation time, running payroll reports, overtime reports, payroll accruals, and 401(k) and advance reconciliations
- Posting and reconciling all real estate accounts for each month

ACTIVITIES

University of Evansville Women's Soccer Team

Student Athlete

Evansville, IN

August 2019 – May 2023

- Competed as a Division I athlete while balancing weekly practices, a full academic course load, and a part-time job

Gigi's Playhouse

Volunteer

Fishers, IN

2015-2016

- Participated in an evening of crafts, dancing, and meals with children diagnosed with neurological disorders; Allowed children to communicate in creative ways and interact in a comfortable environment

OTHER

Skills: Communication | Analytical | Detail-oriented | Problem solving | Leadership | Team-oriented | Adaptable

Computer Skills: Microsoft Office

Scholarships: Athletic Scholarship | Women's Soccer Academic Scholarship

Certificates: Data Analyst Fundamentals Certificate 2021