

CHRISTINA BRISTOL, CPA



(503) 371-5542 | info@bristolaccuratebookkeeping.com | Portland, OR 97233 |
[linkedin.com/in/christina-bristol-cpa-061435160/](https://www.linkedin.com/in/christina-bristol-cpa-061435160/)

Certified Public Accountant with 8+ years of experience in public accounting, manufacturing, e-commerce, and retail. Independently managing full cycle accounts payable and accounts receivable operations. Expertise in financial reporting, month-end close, cost accounting, and internal controls for companies with up to \$200M+ in revenue. Advanced proficiency in Excel (PivotTables, Power Query, XLOOKUP, VLOOKUP, INDEX-MATCH, SUMIFS) and ERP systems (Oracle, Microsoft Dynamics AX, Macola) and QuickBooks Online Intuit ProAdvisor certified. Adept at analyzing large datasets, streamlining audit processes, and improving documentation in fast-paced, cross-functional environments. Fluent in English, Mandarin, and Cantonese.

AREAS OF EXPERTISE

- Financial Reporting • Month-End & Year-End Close • Cost Accounting • GAAP Compliance • Variance Analysis • Account Reconciliation • Fixed Assets • Audit Preparation & Support
- Accounts Payable & Receivable Management—Full cycle processing vendor payments, collections, & reconciliations.
- ERP Systems: Oracle, Microsoft Dynamics AX, Macola, AdvansFlow, and QuickBooks Online
- QuickBooks ProAdvisor.
- Excel: PivotTables, Power Query, XLOOKUP, VLOOKUP, INDEX-MATCH, SUMIF, IF functions, etc.
- Data Analysis • Cross-Functional Collaboration • Process Improvement • SOP Documentation

PROFESSIONAL EXPERIENCE

BRISTOL ACCURATE BOOKKEEPING | PORTLAND, OR

5/2026 – Present

Owner

- Provide bookkeeping and accounting support services for small businesses across multiple industries.
- Perform bookkeeping clean-up and catch-up projects to organize historical financial records and ensure accurate reporting.
- Set up and customize QuickBooks Online accounts, including charts of accounts, bank feeds, invoicing, and financial reporting.
- Manage accounts payable and accounts receivable processes, including invoice tracking, payment processing, and customer collections.
- Perform bank and credit card reconciliations to maintain accurate financial records and identify discrepancies.
- Assist clients with inventory tracking and inventory-related accounting processes.
- Prepare monthly financial statements and support business owners with financial organization and operational reporting.
- Utilize prior experience in public accounting and corporate accounting to improve accounting processes and internal controls for clients.

EVER FRESH FRUIT CO. | BORING, OR

1/2025 – 4/2026

Senior Accountant

Lead full-cycle accounting and financial reporting for a food manufacturer with \$80M in annual revenue.

- Manage month-, quarter- and year-end close, reconciliations, and financial statement preparation in compliance with GAAP; analyze significant variances and provide actionable insights for leadership.
- Identified ERP system limitations impacting production reporting at a new manufacturing site; escalated to CFO/COO and influenced transition from Shop Floor to POP, ensuring complete production data capture and accurate manufacturing absorption costing in financial statements.
- Identified inefficiencies in AP and production workflows and proposed weekly invoicing/receiving process; partnered with CFO to implement change, improving data timeliness, strengthening cut-off accuracy, and reducing journal entry completion timeline by 2 days.
- Prepare journal entries with supporting documentation to ensure audit readiness and traceability.

- Centralized accounting support documentation in ERP system, reducing audit preparation time by 40%; developed SOPs and visual guides to enhance audit transparency.
- Maintain standard cost models, analyze production costs, and recommend adjustments aligned with business goals, support customer pricing strategy and annual updates.
- Manage \$20M+ fixed asset register and \$16M CIP; prepare monthly and year-end ROU entries under ASC 842; implement capitalized interest calculation process for qualifying assets.
- Identify and correct material accounting and reporting errors, including fixed asset depreciation omissions and lease amortization schedule inaccuracies.
- Resolve recurring ADP GL mapping issues during department, employee, and bonus updates; analyze ADP payroll reports to monitor labor costs and support month-end reconciliation.
- Developed and implemented Journal Entry and Reconciliation Policies, standardizing accounting procedures, improving accuracy, and enhancing internal controls.
- Automate recurring reports and data files using advanced Excel functions, improving efficiency and reducing errors.
- Compiled data and charts to support lender compliance reporting and company financial reporting packages, enabling leadership to deliver accurate and timely reports.
- Serve as a key accounting resource for executive leadership, providing guidance and resolving complex financial and operational inquiries.
- Strong understanding of ADP reporting functions, including payroll summaries and labor cost reports.

WILLIAMS SONOMA, INC. /REJUVENATION | PORTLAND, OR

4/2022 – 12/2024

Senior Staff Accountant

Led accounting operations for a NYSE-listed retail company with global operations.

- Execute month-, quarter-, and year-end close processes to deliver timely, accurate financial data in compliance with GAAP and company policies.
- Prepare monthly journal entries and supporting documentation, adjusting general ledger balances and inventory item prices as necessary. Provide guidance on proper expense account usage for inventory-related transactions.
- Review, analyze, and reconcile balance sheet accounts, including gift card, loyalty accruals, bank accounts, WIP, raw materials inventory, inventory in-transit, backlog, AR, AP, and allowances, ensuring accurate financial statement reporting.
- Fully managed accounts receivable for customers in net 30 terms and domestic accounts payable for 1.5 years, ensuring accurate invoicing, timely collections, and efficient payment processing.
- Oversaw the transition of AR functions to the corporate AR team and partially transitioned AP responsibilities to the corporate AP team following a system migration, ensuring smooth handoffs and continuity of operations.
- Continued to collaborate closely with the corporate AP team to process invoices, ensure accurate PO matching, issue vendor payments, resolve discrepancies, and maintain compliance with company policies and internal controls.
- Oversee timely and accurate accounting for inter-company billing and inter-company journal entries.
- Collaborated with the finance team to track loyalty accruals and ensured timely quarterly loyalty payments. Provided financial support to the B2B team, trade sales team, customer service, and retail stores, resolving issues related to gift cards, refunds, and credit card charges to ensure smooth operations. Supported the B2B team by ensuring that all relevant documentation was properly archived and aligned with company policies during the process for evaluating and approving net 30 terms for customers.
- Monitor and reconcile data between Oracle and Microsoft Dynamics AX, ensuring alignment of balances and COA strings across systems.
- Supervised one accounting staff member from April 2022 to July 2023, providing mentorship and performance oversight.
- Led projects with the global service teams in California, Mississippi, Nevada, Singapore, and India. Providing accounting guidance during system migrations, ensuring seamless pre- and post-migration processes.
- Served as subject matter expert for Microsoft Dynamics AX, delivering training and support to teams across the organization.
- Strengthened internal controls by creating guidelines for managing cash received from sample sales and updating standardized guidelines for salvage inventory payments to ensure consistent execution.
- Managed the accounting department mailbox, serving as the primary contact for sales teams, call centers, corporate AR/AP teams, inventory teams, corporate treasury, retail stores, tax team, IT support and customers in net 30 terms.
- Provided temporary support for the GL team in San Francisco during close weeks, as needed.

Senior Auditor (2021 – 2022)

- Assisted nonprofit organizations in maintaining accurate financial statements and compliance with nonprofit accounting standards.
- Helped clients ensure proper tracking and reporting of restricted and unrestricted funds.
- Tested grant revenue, donor contributions, and program expenses to verify compliance with donor and grant requirements.
- Evaluated internal controls to help nonprofits reduce financial risk and strengthen accountability over funds.
- Helped nonprofit clients maintain compliance with federal and state regulations, grant agreements, and reporting requirements.
- Assist in training new staff on audit procedures, systems, and best practices.
- Reviewed functional expense allocations to ensure accurate reporting between program, management, and fundraising expenses.
- Supported organizations in preparing reliable financial information for boards, donors, grantors, and stakeholders.
- Identified process improvements that increased efficiency and strengthened financial operations.

Staff Auditor (2018 – 2021)

- Collaborate with a team of professionals to execute segments of audit engagements, reporting to the audit senior while working closely with the audit manager and partner.
- Prepare clear and concise account reconciliations, analyses, and work papers, documenting procedures, tests performed, and conclusions reached.
- Gain hands-on experience across all stages of engagements, including planning, fieldwork, financial statement preparation, and audit report issuance.
- Leverage firm software and technology to link work papers to quality control programs and checklists, ensuring compliance and efficiency.
- Train new staff, seniors, and partners in accounting software usage; recognized as the firm's subject matter expert for the software.

EDUCATION

TEXAS A&M | TEXARKANA, TX

Bachelor's Degree in Accounting

- Cum Laude | GPA of 3.574 | President's Honors

SHASTA COLLEGE | REDDING, CA

Associate Degree in Business Administration

- Cum Laude | GPA of 3.655 | President's Honors

CREDENTIALS

STATE OF OREGON

2020

Certified Public Accountant | License #15835 | Active Member
