Talia Gibson

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My Key Qualifications

- **1 year in corporate accounting within healthcare** at Surgery Partners, supporting month-end close, AP, and reconciliations since November 2025.
- **Bachelor's in Accounting** (BBA, Middle Tennessee State University, 2025) with intermediate accounting and accounting information systems coursework.
- **Excel with PivotTables, XLOOKUP, and VLOOKUP**: built a prepaid rollforward template that cut prep time by 2 hours each close.
- **QuickBooks and Bill.com** day-to-day for invoice processing, approval workflows, and AP support.
- Cut accounts payable invoices over 30 days old **from 18 to 6 within 4 months** by tracking approval bottlenecks in Excel.
- Built a fixed asset register and depreciation schedule, reconciling **47 assets with $0 variance** between register and supporting schedule.

Experience

Junior Accountant — **Surgery Partners**, operator of surgical facilities and ancillary care services

Nov 2025 – Present · 1 yr

- Prepare journal entries, bank reconciliations, and supporting schedules for month-end close under senior accountant guidance, supporting recurring close for assigned entities.
- Reduced open accounts payable exceptions during month-end close from 18 invoices over 30 days old to 6 within 4 months, by tracking approval bottlenecks in Excel, following up with clinic managers, and organizing invoice support in QuickBooks and Bill.com.
- Improved cash application for patient and payer receipts, cutting unapplied cash older than 7 days from 14 items to 4 by researching remittance details, matching payments to outstanding balances, and maintaining a weekly aging tracker.
- Streamlined the monthly prepaid expense rollforward by building a standardized Excel template with XLOOKUP, PivotTables, and formula checks for new additions and amortization, cutting preparation time by 2 hours each close cycle.
- Process accounts payable invoices and employee expense reports in accordance with internal controls and approval workflows.

Education

- **Middle Tennessee State University** — Bachelor of Business Administration in Accounting · 2021 – 2025 · Relevant coursework: Intermediate Accounting I, Intermediate Accounting II, Cost Accounting, Accounting Information Systems

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Projects

- **Healthcare Close and Reconciliation Capstone**
  Built a month-end close workbook and reconciliation package for a simulated multi-clinic healthcare provider to support GAAP-based financial reporting. Reduced reconciliation review notes from 9 items in the first submission to 2 in the final submission.
  Tech: Microsoft Excel, PivotTables, XLOOKUP, GAAP
- **Fixed Asset Tracking Project**
  Created a fixed asset register and depreciation schedule for a local nonprofit client documenting additions, disposals, and monthly depreciation. Reconciled 47 assets with a final variance of $0 between the register and supporting schedule.
  Tech: Microsoft Excel, VLOOKUP, Depreciation Schedules

Skills

- **Accounting:** Journal Entries, Account Reconciliations, Accounts Payable, Accounts Receivable, GAAP, Month-End Close, Prepaid Expense Rollforwards, Fixed Asset & Depreciation Schedules
- **Tools & Systems:** Microsoft Excel (PivotTables, XLOOKUP, VLOOKUP), QuickBooks, Bill.com