

SAN DIEGO TOUSSAINT

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PROFESSIONAL SUMMARY

Accounting professional with 2+ years of experience across accounts receivable, accounts payable, payroll, and financial reporting, including CRA remittances and full-cycle reconciliations. Recognized for accuracy and dependable follow-through in fast-paced, deadline-driven environments. Trilingual in English, Spanish, and French.

CORE COMPETENCIES

- Accounts Receivable: payment posting, account monitoring, collections support, delinquency follow-up, payment plans, cheque payments
- Accounts Payable: vendor invoice processing, payment preparation, invoice accuracy, vendor relationship support
- Payroll & Remittances: source deductions, GST/HST remittances, T4 statement preparation support
- Reconciliations & Reporting: bank deposits, bank reconciliations, monthly/quarterly financial reports, bad debt write-offs, account variance review
- Technical Skills: Yardi, OLB, Zenbase, RentCafe, Sage Accounting, Microsoft Excel, Microsoft Word
- Client Service & Communication: customer account support, payment reminders, issue resolution, professional written and verbal communication

PROFESSIONAL EXPERIENCE

Jr. Accounting Clerk – Accounts Receivable | Ferguslea Properties | Ottawa, ON *Dec. 2025 – Aug. 2026*

- Manage AR operations for a real estate/property management portfolio, maintaining accurate tenant and customer account records
- Reduced average days-outstanding on delinquent tenant accounts by implementing a structured follow-up cadence
- Process and record cheque payments, ensuring accurate documentation across all accounts
- Partner with accounting and property management teams to resolve account discrepancies and maintain organized receivable records

Financial Admissions Advisor | Willis College | Ottawa, ON *Jul. 2024 – Jun. 2025*

- Managed student financial transactions — payment posting, receipts, reconciliations — while supporting onboarding of 15–20 new students per day
- Reconciled weekly bank deposits (cash and cheque) with zero discrepancies over 1 year
- Monitored student accounts and arranged payment plans to help students maintain good financial standing
- Prepared weekly and monthly/quarterly reports on outstanding balances and bad debt write-offs for management review

Bookkeeper Intern | Hillary's Dry Cleaner | Ottawa, ON *Feb. 2024 – May 2024*

- Processed weekly accounts payable for approximately 50 vendors, ensuring invoice accuracy and on-time payments
- Calculated and prepared cheque payroll for approximately 35–40 employees each pay cycle
- Submitted CRA remittances for source deductions and GST/HST on schedule
- Reconciled bank statements and reviewed variances to maintain the integrity of financial records

ADDITIONAL EXPERIENCE

Rebar Fabricator, Nucor Harris Rebar — Ottawa, ON *2019 – 2023*

Machine Supervisor, Wire Mesh Belt — Brampton, ON *Jun. 2017 – Aug. 2019*

General Packager, Mars Canada — Bolton, ON *May 2016 – May 2017*

CNC & General Machinist, Heading Sales & Consulting — Bolton, ON *2013 – 2015*

EDUCATION

Diploma in Accounting & Payroll Technician, Willis College *Aug. 2023 – Mar. 2024*

Certificate in Computer Drafting & Design, Algonquin College *Apr. 2022 – Nov. 2022*

LANGUAGES

English | Spanish | French