

# ZAINAB ADEBIYI, CPA

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## ACHIEVEMENTS

- Developed a sampling guide that streamlined the internal audit process by 20% and boosted sample accuracy by 15%. This innovation helped the department stay within budgeted hours, driving significant cost savings and operational efficiency.
- Identified issues beyond the audit program, enhancing controls and working conditions. Earned a promotion and recognition as a warehouse SME for my dedication and expertise.
- Created a tax template that streamlined data entry and integrated with tax software, boosting efficiency and earning continuous praise from colleagues.
- Developed a vendor approval system, increasing efficiency by 50% in one week. Detected and resolved an approximately \$25,000 overpayment due to duplicate vendor payments, securing a refund.

## EXPERIENCE

### Audit Supervisor

#### LerroSarbey, PLLC (January 2024 – April 2024)

#### Formally Kelly, Sarbey, & Kaufman, LLC

- Led complex audits and managed teams of diverse experience levels, ensuring that internal controls and financial audits were executed efficiently and effectively.
- Identified and evaluated potential risks, created and implemented effective mitigation strategies, and audited plans to protect its assets and financial integrity.
- Prepared and presented audit findings, clearly communicated complex financial information and recommendations to management and audit committees.
- Provided management with valuable insights and guidance on internal controls, compliance, and risk management, helping the company strengthen its internal processes and mitigate risks.
- Leveraged Big 4 audit firm experience to bring a wealth of knowledge and expertise to the role, ensuring audits are conducted in accordance with the highest standards and best practices.
- Maintained relationship with clients, fostering a culture of collaboration and trust that drives success.

## LICENSE

Certified Public Accountant (CPA)

## EDUCATION

Florida Atlantic University  
Bachelor of Business Administration  
Major in Accounting

Davie/Boca Raton  
FL

## STRENGTHS

- Team Leadership & Development
- Internal Controls
- Financial Analysis
- Multi-Industry
- Problem Solving
- Communication
- Analytical & Critical Thinking
- GAAP
- Project Management

## SKILLS

Microsoft Office Suite, SharePoint, SAP, NxTrend, Mincron ERP, Intellichief ECM, Thomson Reuters Checkpoint, Diligent High Bond, Field Guide

## LANGUAGES

- English
- Yoruba

## REFERENCES

(Available Upon Request)

## **Senior Auditor**

### **Watsco, Inc. (December 2019 – December 2023)**

- Managed complex audit engagements and managed relationships with external auditors, consulting firms, and subsidiaries.
- Performed risk-based audits to identify opportunities for improvement and built relationship with subsidiaries.
- Reviewed and discussed findings with subsidiaries and recommended corrective actions.
- Conducted the first review of audits performed by other senior auditors before the Director of Internal Audit conducted the final review.
- Built templates and guidance to facilitate efficiency for the audit team.
- Provided leadership and training to less experienced staff as well as other seniors.
- Assisted the IT team with the testing of application and general controls.
- Assisted Deloitte with various SOX compliance testing and physical inventory observations.
- Performed annual physical inventory count audits.

## **Auditor 3, Business Assurance**

### **Comcast Corporation (July 2018 – December 2019)**

- Planned, managed, and performed financial and operational audits.
- Developed and coordinated audit programs, exercising independent judgment and discretion.
- Ensured controls are operating consistently under the company's policies and procedures as well as state and federal compliance laws.
- Communicated emerging issues and potential risks to stakeholders.
- Collaborated with stakeholders to discuss audit findings and recommendations.
- Provided leadership to less experienced auditors.

## **Senior Accountant**

### **Bolton Medical, Inc. (July 2017 – May 2018)**

- Managed financial accounts for a variety of clients.
- Prepared financial statements, including balance sheets, income statements, and cash flow statements.
- Prepared and filed tax returns.
- Ensured compliance with all applicable tax laws and regulations.
- Supervised the AP Specialist and other less experienced staff.
- Assisted the controller with month-end financial close.

## **Senior Auditor (Internal & External)**

### **Sarbey, Kelly & Kaufman, LLC (October 2014 – July 2017)**

- Evaluated internal controls over financial reporting.
- Researched financial statements and audit issues.
- Built relationships with CFO, audit committee, and management.
- Worked with clients to gather information and resolve exceptions.
- Updated key controls and collaborated with external auditors.
- Contributed to audits of employee benefit plans.

## **Staff Auditor**

### **Bellows Associates, P.A. (August 2013 – October 2014)**

- Conducted comprehensive financial audits, federal and state compliance audits, and agreed-upon procedures.
- Analyzed balance sheets, income statements, bank activities, and ledger accounts.
- Prepared confirmation and reconciliation requests.
- Performed analytical procedures and substantive testing.
- Identified accounting and auditing matters.
- Prepared individual and corporate tax returns.