

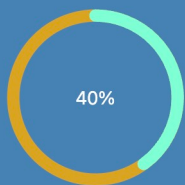
LUIS GALLO

✉ luisgallo808@gmail.com

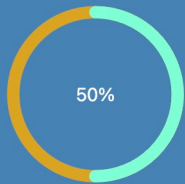
🌐 luisgallo.ca

OTHER SKILLS

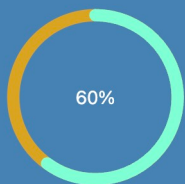
Programming



HTML/CSS/JS



VBA



SQL

CAREER SUMMARY

Results-driven Accounts Receivable Manager with extensive experience in the pension plan industry. Responsible for processing of employer and member contributions, and management of related tax regulations. Skilled in developing innovative tools that enhance productivity and streamline processes, with a commitment to driving efficiency and operational excellence.

EXPERIENCE

Business Process & Application Manager

Ontario Teachers' Pension Plan Board - 2021-2022

- Support the department with process analysis, documentation and improvements.
- Support staff with new and existing technology, system upgrades and troubleshooting.
- Collaborate with IT on relevant projects.
- Generate Power BI reports to support daily productivity.
- Analyze time-consuming processes and recommend solutions.

Accounts Receivable Manager

Ontario Teachers' Pension Plan Board - 2005-2021

- Manage the cash receipts activities for Member and Employer contributions.
- Plan and oversee the execution of tax reporting of PAs, PSPAs, PARs and Tax Receipts.
- Ensure compliance of tax reporting with CRA regulations and deadlines.
- Support the preparation of GL reconciliations and financial transactions.
- Lead the annual preparation of the bill for the Province of Ontario matching contributions.

Financial Analyst

Ontario Teachers' Pension Plan Board - 1988-2005

- Oversee staff members responsible for Teacher transactions.
- Prepare financial and productivity reports for management review.
- Review and approve manual journal entries.
- Perform testing of new or improved AS400 RPG programs.

Cash Receipts Administrator

Ontario Teachers' Pension Plan Board - 1987-1988

- Record member contributions and prepare daily bank deposits.
- Review and issue Pension Adjustments.
- Prepare journal entries as required.
- Reconcile monthly GL accounts.

EDUCATION

- Ryerson University - Bachelor of Commerce.
- Humber College - Business Administration - Accounting.

Online resume: luisgallo.ca