



# SITHARA JAYAWEERARATHNE

B.B.Mgt ( Special ) Degree in Finance ( Kel'ya ) , ACA (CA Sri Lanka) ,  
ASA (Aust.), MAAT

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## SUMMARY

Qualified Chartered Accountant (CA Sri Lanka) and Associate Member of CPA Australia – ASA (Aust.) with 9+ years of experience in financial reporting, auditing, budgeting, cash flow management, and ERP systems. Holds a Finance Degree (B.B.Mgt Special) and has strong exposure to IFRS, GAAP, VAT understanding, AP/AR, and month-end closing. Skilled in process improvement, reconciliations, and supporting management with accurate financial insights.

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## WORK EXPERIENCE

### Accountant, GoDigital Media Group ( USA )

July 2024 - Present

- Financial Close & Reporting: Manage monthly, quarterly, and year-end close processes, ensuring accurate financial statements and U.S. GAAP-compliant reporting.
- Reconciliation & Compliance: Perform detailed reconciliations for bank accounts, AR, AP, company loans, and fixed assets while ensuring compliance with U.S. tax regulations.
- Cash Flow & Working Capital: Monitor cash flow, manage loan schedules, optimize AP/AR cycles, and ensure efficient working capital management.
- ERP & Process Improvements: Utilize NetSuite to streamline financial operations and implement process optimizations for efficiency.
- Audit & Internal Controls: Prepare audit schedules, support external and internal audits, and strengthen internal controls to mitigate risks.
- Financial Analysis & Strategic Support: Conduct financial analysis, budgeting, and forecasting to support business decisions, cost control, and loan management strategies.

### Accounts Executive, The Capital Maharaja Organisation Limited

December 2020 - June 2024

- Assisting the timely closure of the monthly accounts to achieve month end reporting deadlines.
- Responsible for overlooking the payments, cash and overall working capital management.
- Responsible for handling all the tax matters.
- Liaising with external auditors, external tax consultants.
- Preparing & maintaining Balance Sheet Schedules (B/S Reconciliations) on monthly basis .
- Maintaining the general ledger and reconciliations.
- Monitoring AP & AR accounting modules.
- Responsible for handling all foreign payments.
- Preparation and coordination of annual budget.
- Performing ad-hoc assignments as directed by senior management.

### Manager - Operations, Shark Electricals

May 2019 - December 2020

- Preparation of daily sales reconciliations with sales reports.
- Preparation of bank reconciliations.
- Hands-on experience in setting up and navigation of Quickbook POS system.
- Maintaining stock reports and inventory handling.
- Handling debtor, supplier payments and petty cash.

- Analyzing and interpretation of financial information to the management.
- Handling social media marketing Campaigns.
- Maintaining the daily operations of the e-commerce website.

## **Audit Associate 2 - KPMG Sri Lanka**

**April 2016 - May 2019**

- Preparation of financial statements for Private Limited Companies & Public Limited Companies.
- Involved in planning, performing & supervising of external audits & agreed upon procedures.
- Drafting of audit reports, management letters and other reports.
- Coaching and mentoring junior staff level.
- Clientele Portfolio: Sierra Cables PLC, Hilton Colombo Residencies, Hirdaramani Group, Prima Ceylon (Pvt) Ltd, Brown & Company PLC, Nestle Lanka PLC etc.

## **EDUCATION**

### **Institute of Chartered Accountants of Sri Lanka ( 2018 - 2025 )**

Fully Qualified Member ( Associate Chartered Accountant )

### **CPA Australia (2025)**

Associate Member (ASA)

### **University of Kelaniya ( 2014 - 2018 )**

Bachelor of Business Management (Special) Degree in Finance - Upper-Second Class Honours

### **Association of Accounting Technicians (AAT)**

Member (MAAT)

### **Primary & Secondary Education**

G.C.E (A/L) : D.S Senanayake College, Colombo 07. August, 2012

Index No: 4058550 - Obtained 3A's

G.C.E (O/L) : D.S Senanayake College, Colombo 07. December, 2009

Index No: 90101758 - Obtained 9A's

## **ADDITIONAL INFORMATION**

- **Technical Skills:** Expertise in ERP Systems (NetSuite, QuickBooks, SAP) and Proficient in MS Excel.
- **Languages:** English, Sinhala
- **Key Skills:** Financial Reporting & Analysis , Budgeting & Forecasting , Tax Compliance & Audit , Cash Flow Management , Internal Controls & Risk Management , Leadership & Team Collaboration
- **Extra-Curricular Activities:** Member of AIESEC in University of Kelaniya , Fund Raiser - Finance Student Association University of Kelaniya (2014-2015) , Member of School Chess Team (2004-2007) , Member of School Badminton Team (2004-2007)

## **REFEREES**

- Available upon request.