

Joon Miller

☎ (310) 555-1234 ✉ joon.miller@example.com 🔗 linkedin.com/in/joonmiller 📍 1234 Maple Street, Los Angeles, CA 90001

SUMMARY

Driven accounting professional with over five years of diverse experience in financial operations management within non-profit sectors. Proven skills in overseeing accounts payable, accounts receivable, payroll processing, and compliance audits. Effective at streamlining internal systems to promote efficiency and maintain regulatory standards, including GAAP. Regularly engage stakeholders across departments to cultivate collaboration and support financial integrity. Eager to leverage skills at ZOE Accounting Solutions, ensuring the organization's financial health and contributing to mission-oriented success.

EXPERIENCE

Accounting Manager

March 2021 - Present

UNIFIED NONPROFIT SERVICES

Los Angeles, CA

Oversaw accounting department operations, focusing on regulatory compliance and efficient financial reporting. Partnered with executive leadership to ensure cash flow prudence, accountability, and fiscal responsibility while managing direct reports.

- Directed comprehensive financial reporting initiatives, aligning closely with GAAP and state mandates.
- Enhanced donor contribution tracking systems, boosting accountability and transparency in financial practices.
- Facilitated monthly billing activities while refining management strategies for receivables.
- Collaborated with HR for streamlined payroll processing and thorough reconciliation procedures.
- Developed budgets aligned with department objectives, reinforcing organizational meeting targets.
- Estimated financial performance through regular budget reviews, responding proactively to discrepancies.

Senior Accountant

January 2018 - February 2021

COMMUNITY SUPPORT FUND

Burbank, CA

Managed all account functions, emphasizing accounts payable and receivable that supported organizational growth. Maintained strong communication with executive teams to ensure adherence to financial objectives and compliance. Prepared insights related to financial exceptions and variances.

- Oversaw comprehensive accounts payable and receivable processes leading to improved cash flow.
- Led annual audits by systematically preparing necessary documentation, enhancing audit efficiency.
- Introduced month-end closing enhancements, significantly reducing process time by promoting accuracy.
- Created training resources focused on financial software capabilities, uplifting team knowledge and skills.
- Maintained rigorous bank reconciliation processes that bolstered financial reliability.
- Provided critical financial analyses and details during discussions with external partners.

Staff Accountant

June 2016 - December 2017

FINANCIAL EMPOWERMENT PROJECT

Santa Monica, CA

Supported varied financial operations comprising essential functionalities such as journal entries, grants management, and vendor contract affairs. Communicated regularly with members to address issues and strategize solutions.

- Processed timely journal entries maintaining high standards of accuracy and clarity.
- Assisted in tracking grant income versus expenditure, ensuring strict compliance with regulations.
- Managed contract oversight in close relation with vendors, sustaining financial policies.
- Identified financial discrepancies in reports, driving proactive resolutions.
- Contributed towards effective board meeting presentations by highlighting crucial financial trends.
- Participated in continuous learning programs about accounting regulations and best practices.

LEADERSHIP & AWARDS

- Dean's List, UCLA - 2014, 2015
- Outstanding Accounting Student Award - 2016

EDUCATION

Bachelor's Degree in Accounting

2016

University of California, Los Angeles GPA: 3.9

Los Angeles, CA

Coursework: Financial Reporting, Budget Management, Non-Profit Accounting, Compliance Auditing

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2021
- Advanced QuickBooks Certification 📅 2020

TECHNICAL SKILLS

- **Financial Software:** QuickBooks, Microsoft Excel, Google Sheets
- **Regulatory Standards:** GAAP, GAAS, CARF
- **Accounting Practices:** Budgeting, Financial Reporting, Cash Flow Analysis
- **Auditing Processes:** Internal Controls, Compliance Auditing, External Audits
- **Payroll Systems:** Bi-Weekly Payroll, Payroll Adjustments, Retirement Benefits
- **Reporting Tools:** Profit & Loss Reports, Monthly Financial Statements, Budget Tracking
- **Communication Platforms:** Slack, Email, Zoom
- **Project Management Tools:** Trello, Asana, JIRA
- **Training Resources:** Online Courses, Workshops, Mentorship Programs
- **Stakeholder Engagement:** Board Presentations, Stakeholder Meetings, Financial Updates

SKILLS

- | | | | |
|-------------------|-------------------------|-----------------------|------------------------|
| • QuickBooks | • Financial Reporting | • Compliance Auditing | • Cash Flow Management |
| • Microsoft Excel | • Budget Management | • Team Leadership | • Reporting Standards |
| • Google Sheets | • Non-Profit Accounting | • Payroll Processing | |

PROFESSIONAL AFFILIATIONS

- Member of American Institute of CPAs (AICPA)
- Volunteer Treasurer at Local Charity Organization

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST