



Joon Miller

Accounting Manager/CPA

📞 (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

UNIFIED NONPROFIT SERVICES 📅 March 2021 - Present 📍 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

COMMUNITY SUPPORT FUND 📅 January 2018 - February 2021 📍 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

FINANCIAL EMPOWERMENT PROJECT 📅 June 2016 - December 2017 📍 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.

STRENGTHS

- 👁️ **Detail-Oriented**
Ensured precision in all financial reporting tasks, gaining trust across operational divisions.
- 📊 **Leadership Development**
Regular mentoring sessions transformed junior accountants into capable professionals shaping our future.
- 📋 **Strategic Planning**
Implemented budgeting frameworks leading to enhanced forecasting methodologies welcomed by leadership.
- 💬 **Effective Communication**
Facilitated clear dialogue between finance staff and stakeholders fostering collaborative environments.
- 📁 **Audit & Compliance Focus**
Diligently prepared materials for audits, resulting in favorable outcomes and minimal discrepancies noted.

SKILLS

QuickBooks Microsoft Excel

Google Sheets Financial Reporting

Budget Management

Non-Profit Accounting

Compliance Auditing

Team Leadership

Payroll Processing

Cash Flow Management

Reporting Standards

LANGUAGES



MY CAREER



- Accounting Manager at UNIFIED NONPROFIT SERVICES (5.3 Years)
- Senior Accountant at COMMUNITY SUPPORT FUND (3.1 Years)
- Staff Accountant at FINANCIAL EMPOWERMENT PROJECT (1.5 Years)

- 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
University of California, Los Angeles 🎓 GPA: 3.9 📅 2016 📍 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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST