

KENDRICK LEWIS

NON-PROFIT CONTROLLER

📞 (305) 555-0123 ✉️ kendrick.lewis@example.com
🌐 linkedin.com/in/kendricklewis 📍 Miami, FL 33101

STRENGTHS

- ✓ **Detail-oriented**
Known for delivering precise financial reports even under tight timelines, building trust among stakeholders.
- 👥 **Collaborative Leader**
Foster a culture of teamwork, creating open communication where team ideas lead to successful outcomes.
- 📅 **Regulatory Knowledge**
Respected for applying deep familiarity with fund accounting principles that guide compliant financial strategies.
- 📊 **Analytical Thinker**
Ability to analyze financial results deeply, facilitating proactive decision-making and refined strategy roles.
- 🗣️ **Honest Communicator**
Express complex information simply and transparently, often facilitating easier buy-in from various teams.

SKILLS

Non-Profit Accounting
MIP Fund Accounting
Grant Management
Financial Reporting
Budget Preparation
Team Leadership
Leadership Development
Compliance Oversight
Financial Analysis
Operational Strategy
Audit Processes

SUMMARY

Financial professional with over 6 years in non-profit accounting and grant management. Led initiatives in supervising accounting teams, enhancing financial operations, and ensuring compliance with regulations. Skilled in MIP Fund Accounting, collaborating effectively with external auditors. Recognized for translating complex financial data into clear reports that support strategic decision-making. Passionate about contributing to a purpose-driven organization. A natural leader who thrives on developing talent while managing finances. Excited about bringing leadership skills and industry knowledge to Community Financial Solutions.

EXPERIENCE

Non-Profit Controller

Community Financial Solutions 📅 June 2022 - Present 📍 Tampa Bay, FL

Overseeing day-to-day accounting operations and leading a team responsible for financial reporting, grant management, and compliance. This role drives strategic financial oversight ensuring adherence to funding regulations.

- Directed monthly close processes, resulting in timely and accurate financial statements.
- Managed comprehensive grant analytics including budget allocation, tracking, compliance, and reporting as per guidelines from various funding agencies.
- Supervised and nurtured an effective accounting team, cultivating productivity through mentorship and support.
- Maintained and reconciled general ledger accounts using MIP software, optimally handling restricted and unrestricted funds.
- Collaborated with external CPA firms to ensure smooth annual audit processes and timely tax filings.
- Provided high-level financial analysis and budget updates to executive management team, impacting key organizational decisions.

Senior Accountant

NextGen Non-Profit 📅 April 2020 - May 2022 📍 Orlando, FL

Focused on developing and implementing accounting procedures aligned with grant management, ensuring stringent regulatory compliance within government and private funding frameworks.

- Created robust processes for grant management, aligning with diverse funding source requirements while maintaining transparency and accountability.
- Executed monthly financial reconciliations and variance analyses, enhancing budget accuracy and readying reports for internal stakeholders.
- Contributed expert input during implementation of MIP Fund Accounting software, improving reporting efficiencies and data fidelity.
- Enhanced the team's capacity through training sessions aimed at junior staff involvement and development.
- Worked with program directors to produce detailed financial projections for upcoming grant proposals.
- Improved audit outcomes significantly by establishing strict best practices in grant-related processes.

Accounting Specialist

ABC Community Services 📅 January 2018 - March 2020 📍 Fort Lauderdale, FL

Administered accounting functions involving accounts payable and receivable, providing insights for decision-makers in a community-focused setting.

Cash Flow Management

Financial Modeling

Analytical Tools

Regulatory Compliance

Performance Monitoring

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Non-Profit Controller at Community Financial Solutions (4.2 Years)

● Senior Accountant at NextGen Non-Profit (2.1 Years)

● Accounting Specialist at ABC Community Services (2.2 Years)

- Operated efficiently in managing timely accounts payable/receivable, ensuring operational policy adherence.
- Assisted in producing monthly financial statements supporting strategic planning and direction for financial goals.
- Gathered essential data for grants applications, demonstrating fiscal capabilities, and enabling large funding acquisitions.
- Conducted regular compliance checks which revealed critical process improvements across finance operations.
- Developed predictive financial models aiding budget preparation and resource allocation narratives.
- Built strong relations with external partners, raising awareness of funding opportunities for future projects.

LEADERSHIP & AWARDS

- Certified Nonprofit Accounting Professional (CNAP) - 2021
- Recognition for Excellence in Financial Reporting, NextGen Non-Profit - 2022

EDUCATION

Bachelor of Science in Accounting

University of Florida 🎓 GPA: 3.7 📅 2016 📍 Gainesville, FL

Coursework: Financial Management, Tax Accounting, Nonprofit Accounting, Grant Management

CERTIFICATIONS

- Certified Nonprofit Accounting Professional (CNAP) 📅 2021
- Advanced Grant Management Certification 📅 2022

TECHNICAL SKILLS

- **Fund Accounting Software:** MIP Fund Accounting, QuickBooks, Blackbaud
- **Financial Reporting Tools:** Excel, Tableau, Power BI
- **Governance Standards:** GAAP, FASB, IRS Regulations
- **Data Analysis Techniques:** Statistical Methods, Forecasting, Trend Analysis
- **Compliance Frameworks:** Federal Guidelines, State Regulations, Donor Requirements
- **Accounting Practices:** Accrual Basis, Cash Basis, Budgeting
- **Auditing Processes:** Internal Audits, External Audits, Financial Reviews
- **Team Collaboration Tools:** Slack, Microsoft Teams, Asana
- **Communication Platforms:** Zoom, Microsoft Office, Google Workspace
- **Project Management Methodologies:** Agile, Waterfall, Lean Six Sigma

PROFESSIONAL AFFILIATIONS

- American Institute of CPAs
- National Association of Nonprofits

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST