

ALLAN BROWN

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ACCOUNTANT

Astute, results-driven, and highly skilled self-starter with exceptional organizational, analytical, and accounting skills.

- ✓ ***Bachelor in Business Economics Management with a concentration in accounting. Passed all four (4) parts of the CPA exam and awaiting formal certification. Experienced in delivering the highest standards of accounting and auditing.***
- ✓ Advanced knowledge of all aspects related to accounting, GAAP, auditing, and accounting system upgrades.
- ✓ A strategic and critical collaborator recognized for taking on challenging projects and multitasking in dynamic and deadline-driven accounting environments. Superb interpersonal and communication skills.

Technology Snapshot: MS Office, QuickBooks, Great Plains, Salesforce, proprietary software systems.

AREAS OF EXPERTISE

***GAAP ♦ Financial Reporting ♦ Auditing ♦ Client Needs Assessment ♦ General Ledger Management ♦ Reconciliations
Invoices ♦ Regulatory Compliance ♦ Internal Controls ♦ Variance Analysis ♦ Competitive Analysis
Training & Development ♦ Due Diligence ♦ Expense Recognition ♦ Risk Mitigation ♦ Client Relationship Management
Process Improvements ♦ Collaboration ♦ Systems Upgrades ♦ Cross-Functional Communication***

PROFESSIONAL EXPERIENCE

ACCOUNTANT / Numbers Numbers Numbers / San Francisco, CA (Feb. 2017 – Present)

Manages accounting including A/P, periodic financial reports, prepaid assets, invoices, GL coding, accruals, depreciation, loan amortization, and reconciliations for a comprehensive nonprofit community health center with 600+ employees in 15+ California locations.

- Helps manage month-end closings, budgeting, and forecasting spend.
- Oversees GL and GL coding. Codes 500+ invoices and receipts weekly to ensure accurate reporting.
- Processes all A/P payments including checks, credit card transactions, and ACH payments. Tracks A/P to ensure vendors are paid accurately and on time. Negotiates with vendors to resolve invoice discrepancies and disputes.
- Increases efficiency by effectively training new users. Serves as system troubleshooter.
- Analyzed current accounting system and upgraded it by creating and implementing a standardized excel template that significantly improved operations and accuracy while reducing costs and time spent.

PURCHASING AGENT / Numbers Letters / San Francisco, CA (Jan. 2015 – Feb. 2017)

Managed all supply and vaccine purchases to ensure optimal inventory.

- Managed all purchases. Coordinated interdepartmentally to effectively intake and fulfill a wide range of purchase requests.
- Developed and implemented an advanced procurement and inventory tracking system that significantly improved purchasing, invoice processing, and inventory management while reducing costs. Worked with Verian E-procurement company to design an automated purchasing system that advanced procurement.
- Nominated for customer service award.

AUDITOR / Less Numbers / Daly City, CA (July 2014 – Nov. 2014)

Conducted auditing for clients of a private accounting firm.

- Performed variance and ratio analysis and reconciliations comparing financial statements to monthly and annual projections. Audited client financial statements and operations to improve accounting operations.
 - Developed and implemented improved controls of client financial reporting and testing to enhanced reporting of payrolls, liabilities, A/P, fixed asset and cash disbursements, and bank reconciliations.
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EDUCATION

Bachelor in Business Management Economics with a Concentration in Accounting
University of California, Berkeley (2014)

BUSINESS DEVELOPMENT INTERN / NASA / Palo Alto, CA (June 2012 – Dec. 2012)

- Successfully migrated an extensive database from Access to Salesforce, enabling executives to run reports via the Cloud.
- Prepared and presented marketing and quantitative analysis of three (3) major competitors to assess competitive landscape.

Passed all four (4) parts of the California CPA exam & awaiting formal certification.