

## PROFESSIONAL EXPERIENCE

### **Contract & Grants Accountant The Evergreen State College, Olympia, WA 2020-Current**

An imperative player to TESC programs bridging Accounting to Program Support to Public and Private funding. My role of the granular to the board ensuring financial and SCOPE compliance and oversight. My role often includes educating others regarding accounting, award management, budget, and compliance.

My granular approach to solve forensic accounting issues requires technical knowledge either through processing a Journal Entry or researching a billable to boards stroke interpreting the compliance aspect of a contract working with a Program Manager to create a budget or acting internal controls and determining the allowability of an expenditure.

Project management on the post-award side of Contract and Grant management overseeing 150 awards approximate quarterly value of \$600,000.00. I work with 15 Program Managers (PI's) to meet their extramural fund goals by interpreting the funding SCOPE to create a programming budget aligned with TESC COA. For internal controls I hold signature authorization to ensure that expenditures are allowable upholding program goals and funders SCOPE. I oversee Local, Private, State and Federal awards with different standards of compliance.

The Accounting side of the position I oversee: Accounts Receivables, Financial Reports, Annual Reports. This involves an array of accounting knowledge of AP and Payroll as I touch TESC General Ledger.

### **. Accountant III, University of California, Santa Cruz, CA 2017-2021**

A research driven campus my position with UCSC was Accounts Receivable focused with Federal funding and a portfolio approximately 300 awards valued at 3.3 million.

### **Accountant III\_Payroll Specialist Encompass Community Services Santa Cruz, CA 2015-2017**

A non-profit "umbrella" organization that supported: Early Education, Health and Housing, Integrated Behavioral Health.

I managed all aspects of 7.4-million payroll budget for 485+ employees that included: union/non-union and various wage-order assisting end-users and the financial team on the rules and functions of payroll and the payroll database using ADP.

Preparing salary cost allocations accordingly by reviewing the program coding to match revenue streams.

Posted payroll and payroll expenditures to the General Ledger with emphasis on Grant reporting crossover functions and reconciled to Budget and Expenditures reporting to Budget Analysis, CEO and Controller the impact of payroll expenditures and explanations.

Worked with payroll vendor to ensure payroll updates and reporting matched organizational goals such as internal changes or payroll state law changes and organizational needs.

### **Accountant NMP Property Management, Santa Cruz, CA 2007-2015**

Facilitated rent, and delinquency collections, accommodate resident requests, and coordinate resident functions.

Assisted the Business Manager with compiling reports, resident feedback, and market research.

Accurately completed month end accounting ensure cost allocation of billing to the proper unit/tenant.

Coordinated and participated in leasing and marketing activities.

Followed a system for effective follow-up with prospective residents through online and telephone leads. Assured leasing packets and legal documents are completed accurately and provide feedback to the Sales Associates.

### **Financial Analyst | Office Manager | Fiscal Assistant University of California, Santa Cruz, CA 1998-2004**

Facilitated the management of budgets and forecast revenue.

Provided monthly and quarterly reports with financial recommendations.

Conducted audits of daily attendance and other relevant operational activities to ensure that funding would be made available from ADA and CACFP state and federal grants.

## EDUCATION and CERTIFICATIONS

NUCRA Western States Regional Conference 2023

Associate of Science, Accounting/Finance, Cabrillo College, Aptos, California

Bachelor of Arts degree, Literature and English, University of California, Santa Cruz, California