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## Non Profit Controller Resume

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### Job Objective

Long time Non Profit Controller is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

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### Highlights of Qualifications:

- Remarkable experience in non-profit accounting
  - Huge knowledge of IT initiatives and leading accounting software
  - Profound working knowledge of state of art accounting systems
  - Wide knowledge of accounts payable and receivable, general ledger, payroll, and accounting
  - Proficient with QuickBooks, Sage Payment Solutions, Paychex payroll systems, SAP and MS Office
  - Ability to prepare grant reports for Foundations and other Grantors
  - Excellent organizational and time management skills
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### Professional Experience:

Non Profit Controller  
Community Service Group, Pottsville, PA  
August 2005 – Present

- Formulated monthly general ledger and month end financial reports and statements.
- Authorized payroll from global accounting firms.
- Managed requests for wire transfers and oversaw cash disbursements.
- Handled financial and accounting requests and acted as intermediary with CPA accounting firm.
- Aided President and Annual Financial Audits.
- Evaluated contracts and business transactions.

Non Profit Controller  
Terros Behavioral Health Services, Pottsville, PA  
May 2000 – July 2005

- Administered reconciliation of all general ledger accounts.
  - Supervised general accountant, payroll and payable clerks.
  - Executed issuance of routine governmental reports.
  - Aided as backup to the Director of Finance.
  - Assisted Director of Finance and carried out financial and operational audits.
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### Education:

Bachelor's Degree in Accounting  
Trumbull Business College, Warren, OH

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