

ACCOUNTANT

Dynamic, results-driven, detail-oriented financial professional with extensive experience in financial aid co-ordination, accounting operations, and financial analysis across higher education and government sectors. Skilled in managing complex financial processes, ensuring regulatory compliance, and delivering data-driven solutions to optimise operations. Proven ability to lead cross-functional teams, implement automated systems, and provide strategic insights to achieve organisational goals. Strong communicator and problem-solver, adept at navigating international frameworks, fostering collaboration, and adapting to diverse cultural and professional settings to drive business success on global scale.

AREAS OF EXPERTISE

- Financial Analysis / Reporting
- Continuous Process Improvement
- Regulatory Compliance
- GAAP Compliance
- Leadership & Team Building
- Cost Control / Auditing
- Strategic Planning & Data Analysis
- Fraud Prevention / Loan Services
- Risk Management / Assessment
- Accounts Reconciliation
- Client Relationship Management (CRM)
- Financial Aid Packaging

TECHNICAL SKILLS

- Operating Systems:** Macintosh, Windows
- Accounting & Finance:** Oracle, Odyssey, Abila MIP, Invoice Processing Platform (IPP), Zoho One Suite, QuickBooks Online, Central Accounting Reporting System (CARS), Intra-Governmental Payment and Collection (IPAC), Microsoft Dynamics
- Office Productivity:** Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint), Advanced Excel

CAREER EXPERIENCE

District of Columbia Courts, Budget & Finance, Financial Operations | Washington, DC 08/2023 – Present Reconciliation Specialist

Managed reconciliation processes and financial systems oversight to ensure accuracy, compliance, and efficiency across operations. Delivered training to employees, improving closeout and reconciliation techniques. Reconciled banking data with financial systems, maintained subsidiary accounts for accountability, and developed structures to control expenditures across multiple fiscal years and funding sources.

- Ensured all account transactions were authorised, appropriate, accurate, and timely through detailed reviews and tracking.
- Recommended and implemented technological advancements in banking products and court systems, streamlining operations and maximising efficiency.
- Maintained compliance with DC Courts' policies, federal regulations, GAAP, and accounting pronouncements by developing and implementing improved operational methods.
- Communicated effectively with internal and external stakeholders, fostering collaboration and maintaining precise financial records.

ARL Mobile Notary | Alexandria, VA Owner / Notary Public

05/2021 – Present

Operate professional mobile notary service, providing reliable and compliant notarisation services. Manage client relationships, maintain transaction records, and co-ordinate loan signings through various platforms. Ensure document preparation, verification, and compliance with Virginia laws while accommodating flexible client scheduling. Handle financial tasks, including invoicing, collections, and reconciliation.

- Screen signers for identity, willingness, and awareness of document contents to ensure proper execution without duress or intimidation.
- Provide value-added services such as scan backs, fax backs, or overnight shipment of completed documents to meet client requirements.
- Establish and maintain meticulous notary records, ensuring accountability and compliance for all transactions.

Alvernia University, Student Financial Services | Reading, PA
Counsellor / Data Entry**05/2019 – 10/2024**

Managed financial aid processes, ensuring accuracy and compliance in Student Financial Services. Provided technical support, verified student files, and reconciled Direct Loan and PELL Grant programs monthly and annually with Department of Education and Student Accounts.

- Provided technical support to Student Financial Planning staff, creating custom reports and new selection sets to improve daily workflows and reporting capabilities.
- Assisted with annual parameter roll in PowerFAIDS, ensuring all selection sets, reports, and documents updated in alignment with current policies.
- Facilitated smooth integration between SLATE, PowerCampus, and PowerFAIDS, enabling accurate data flow and improved cross-departmental co-ordination.

Defense Intelligence Agency, Accounting Ops, Comptroller Ops, CFO | Washington, DC
Accountant (GS-11-01)**07/2022 – 08/2023**

Applied comprehensive knowledge of financial policies and regulations to ensure accurate and compliant accounting operations. Analysed and adapted automated accounting systems, identified trends, and provided advice to support mission-critical programs. Conducted audits and analyses to identify discrepancies and recommend corrective actions. Reviewed financial operations for compliance with laws, regulations, and directives, recommending corrective actions as needed.

- Analysed and modified automated accounting systems to address complex accounting challenges, ensuring alignment with agency objectives and regulatory requirements.
- Provided authoritative guidance on application of accounting policies and systems, directly influencing operating and investment decisions for mission programs.
- Identified and monitored system transactions to detect trends and anomalies, enabling data-driven improvements in financial operations.
- Successfully achieved Financial Management Certification Level 2 within two years, demonstrating commitment to professional development and excellence in financial management.

District of Columbia Courts, Budget & Finance, Financial Operations | Washington, DC
Accounting Technician**01/2020 – 07/2022**

Oversaw financial operations, focusing on invoice processing, controls, and compliance. Managed subsidiary ledgers, executed automated processes, and supported payment initiatives. Reviewed and distributed COTR emails for invoice approvals, ensuring timely processing. Initiated payment vouchers, including Court Ordered Disbursements, ensuring accuracy and compliance with rules and GAAP. Maintained automated accounting systems with timely updates.

- Installed and executed automated BOT to pull invoices from Invoicing Process Platform (IPP), streamlining invoice processing workflow, enhancing managed subsidiary ledgers, and supporting efficiency.
- Established and maintained subsidiary ledgers for accountability and control by sub-program and purchase order, ensuring compliance.
- Monitored funding levels for all obligations, ensuring proper alignment with authorised contractual agreements and preventing over- or under-obligation.
- Independently developed and generate detailed reports on monthly expenditures and payments, providing management with critical insights and financial analysis.

Howard University, Office of Financial Aid | Washington, DC
Direct Loan Co-ordinator**03/2019 – 01/2020**

Co-ordinated Federal Direct Loan processes, including needs analysis, packaging, and counselling. Resolved Pell Overpayment and reporting issues, ensuring payment accuracy. Trained staff on policies, contributed to Policies Manual, and reviewed methodologies to support improvements.

Alvernia University, Student Financial Services | Reading, PA
Financial Aid Counsellor**03/2016 – 03/2019**

Co-ordinated financial aid operations, including packaging, budgeting, and counselling. Resolved Pell Overpayment and Multiple Record Reporting issues. Contributed to Policies and Procedures Manual and trained staff on Federal Direct Loan policies. Ensured Pell payment accuracy and compliance with Department of Education guidelines. Reviewed financial aid methodologies and prepared reports for leadership.

Alvernia University, Student Accounts | Reading, PA Customer Service Representative

10/2014 – 03/2016

Managed student financial obligations, reconciling charges, financial aid, and government payments. Updated collection accounts, bankruptcy practices, and third-party invoices, including TRA and Dual Credit. Processed loan consolidation payments while promoting Franciscan values.

- Streamlined processes by developing custom reports, updating yearly parameters, and integrating accounting and finance systems, delivering weekly reporting to Admissions Office on discount rates and ISIR statistics.
- Enhanced third-party billing efficiency by developing standardised procedures for invoice preparation.

ADDITIONAL EXPERIENCE

Work-Study Student Supervisor | Reading Area Community College, Records / Financial Division | Reading, PA

- Ensured accurate and timely completion of dual enrolment registrations, co-ordinating closely with students and academic departments to meet deadlines.
- Managed and trained Work-Study students, maintaining procedural integrity and regulatory compliance while overseeing monetary transactions and payment processing.

Assistant General Manager | Pizza Hut of America, Inc. | Shillington, PA

- Successfully managed and trained team of up to 25 employees, ensuring high levels of customer service and team performance.
- Analysed monthly reports and managed inventory, optimising labour deployment and scheduling to enhance operational efficiency and profitability.

EDUCATION

Master of Accountancy | 09/2016 | National University | San Diego, CA

Bachelor of Science (BS), Accounting | 05/2016 | Cum Laude | Alvernia University | Reading, PA

Associate of Arts (AA), Liberal Arts | 08/2013 | Cum Laude | Reading Area Community College | Reading, PA
Phi Theta Kappa

LICENSES & CERTIFICATIONS

Notary Public | Commonwealth of Virginia Notary Public | 05/2021

PROFESSIONAL DEVELOPMENT

Governmental Financial Management and Control | Management Concepts | 07/2021

Governmental Environment | Management Concepts | 07/2021

Certified Loan Signing Agent | National Notary Association | 07/2021

Appropriations Law | BMRA | 06/2020

Budget and Accounting Principles | BMRA | 06/2020

Certifying Officer Training | Bureau of Fiscal Services | 01/2020 | Renewal: 07/2021

AFFILIATIONS

Association of Government Accountants | 03/2021 – Present

National Notary Association | 07/2021 – Present

American Association of Notaries | 07/2021 – Present