



DANBAKI JOHNSON

BOOKKEEPER & ACCOUNTANT

CONTACT

916.778.6407
danbaki3400@gmail.com
linkedin.com/in/danbakijohnson

PROFILE

Data-driven, meticulous, tech savvy accountant with over 10 years of bookkeeping experience. I am a certified QuickBooks ProAdvisor who utilizes research and expertise through continued education, training, and partnerships. I increase team morale and cohesiveness with a positive approach to troubleshooting problems and encouraging teamwork. I'm able to explain complex ideas in simple terms. I am committed to excellence and attention to detail. I adhere to U.S. GAAP standards.

SKILLS

- Accrual Accounting
- Account Reconciliations
- A/R & A/P Processing
- Month & Year End Close
- Budgeting & Reporting
- Project Management
- Compliance Reporting
- Staff & Volunteer Management

EDUCATION

Prairie View A & M University | Prairie View, TX

Bachelors of Business Administration

Relevant coursework: Business Management, Macroeconomics, Microeconomics, Informations Systems I & II, Marketing Principles

EXPERIENCE

April 2022 – Present

Bookkeeper/Accountant | Score Point LLC

Provided virtual bookkeeping and accounting services for my clients across the United States. Performed month-end and year-end closes. Published quarterly and annual reports. Provided business and financial consultation to small and mid-size businesses. Assisted with business development activities such as planning, registrations, licensing, and certifications.

January 2011 – Present

Executive Director | Life Matters, Inc.

Provided leadership and direction for the nonprofit organization. Managed staff and volunteers consisting of over 25 people. Maintained the books and compliance reports. Created programs and projects for various groups of people in the Sacramento Community.

September 2008 – December 2013

Bookkeeper | Higher Hope Christian Church

Provided accounting and bookkeeping services. Structured accounting and budgeting systems enabling HHCC to plan and track their finances. Setup Chart of Accounts and Recurring Invoices. Managed donors and donations. Performed month end and year end closes.

References Available Upon Request