

Joann Ward

Experienced Accountant

Lakeport, CA

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Professional Summary

Detail-oriented Grant Accountant with nearly 5 years of experience in auditing, financial reporting, grant management, and regulatory compliance. Skilled in budget management, payroll processing, and financial analysis across government, nonprofit, and manufacturing sectors. Adept at streamlining processes, supporting audits, and leveraging advanced Excel and accounting software to ensure accuracy and efficiency. Seeking to contribute expertise in grant accounting and financial administration.

Authorized to work in the US for any employer

Work Experience

Auditor

Management Connections

September 2024 to November 2025

- * Provided balance sheets and income statements to board of directors at monthly meetings
- * Processed semiweekly payroll and managed federal and state tax payments
- * Analyzed and processed post-award grant payments and reimbursements
- * Processed weekly accounts payable to ensure timely vendor payments
- * Created and submitted annual bond assessment collections from property taxes; maintained customer assessment account balances
- * Collaborated with outside CPA on annual audit preparation and review
- * Worked with General Manager on annual budget development

Accountant

County of Lake, CA

January 2023 to June 2024

- * Assisted in preparing annual budgets, forecasting future expenses and revenue
- * Conducted regular audits to identify potential errors or fraud in financial records
- * Provided support during external audits by preparing documentation and answering auditor inquiries
- * Developed comprehensive financial reports for management review on a monthly and quarterly basis
- * Monitored cash flow activities to ensure sufficient funds for daily operations
- * Analyzed variances between actual and budgeted amounts to identify areas for improvement
- * Assisted in implementing new accounting software system company-wide
- * Provided guidance on record-keeping practices to ensure regulatory compliance
- * Participated in year-end closing procedures including accruals, deferrals, and adjusting entries
- * Served as liaison between finance and other departments to facilitate effective communication
- * Collaborated with external auditors to provide necessary documentation for annual audits

General Ledger/Payroll Coordinator

Robinson Rancheria Citizen Business Co.

October 2022 to January 2023

- * Processed payroll for 55 employees bi-weekly, ensuring accurate and timely payments
- * Maintained employee records in payroll system, including new hires, terminations, and changes
- * Collaborated with HR to resolve discrepancies related to employee pay
- * Verified timecards and attendance records to calculate hours worked
- * Generated payroll reports for management review
- * Managed garnishments and wage attachments according to legal requirements
- * Ensured compliance with tax regulations by accurately calculating withholdings and submitting reports
- * Responded to employee inquiries regarding paychecks, deductions, or tax forms
- * Coordinated with finance to reconcile payroll expenses against general ledger accounts monthly
- * Assisted in year-end processes such as W-2 preparation and distribution
- * Performed audits of payroll data to identify errors before finalizing payments

Accountant I

Management Connections

June 2022 to October 2022

- * Performed monthly bank reconciliations to ensure accurate reporting of cash balances
- * Assisted in preparing annual budgets, providing financial insights and recommendations
- * Collaborated with cross-functional teams to gather data and prepare management reports
- * Provided support during external audits by preparing documentation and responding to auditor inquiries
- * Assisted clients in resolving accounting issues through effective communication
- * Created detailed financial reports using advanced Excel functions
- * Reviewed vendor contracts for compliance with company policies
- * Supported senior management with timely analysis of financial results against budget targets
- * Collaborated with external auditors to ensure compliance with auditing standards

Auditor/Accountant

Running Creek Casino

August 2020 to April 2022

- * Compiled employee time, production, and payroll data from time sheets and records
- * Researched and resolved customer billing issues by reviewing job files and reconciling jobs
- * Maintained purchasing logs for office products, maintenance items, and slot machine parts
- * Processed weekly payroll and tips reporting for 115 employees per Tribal Government standards
- * Managed accounts receivable payment and deposit processing
- * Billed Tribal Government invoices and audited income reports for multiple departments
- * Maintained general ledger entries for daily and month-end reports
- * Processed bank reconciliation entries for month-end closing
- * Performed monthly bank reconciliations to verify financial data accuracy
- * Conducted regular audits to identify potential errors or fraud
- * Collaborated with teams to streamline accounting processes and improve efficiency
- * Provided support during external audits by preparing documentation and answering inquiries
- * Monitored cash flow activities to ensure sufficient funds for operations
- * Performed inventory counts to verify asset valuation for balance sheets
- * Audited expense reports for accuracy and policy adherence

Education

Accounting (AA)

Heald Business College-Hayward, CA

1996 to 1998

Upper secondary education

Skills

- Continuous improvement
- Cash flow analysis
- Accounting standards
- ERP systems
- Accounting
- Accounts payable
- Payroll
- Professional development support
- Information security
- Data entry
- Personal assistant experience
- Casino
- Statistical analysis
- CRM software
- Computer literacy
- Remote access software
- Landlord-tenant law
- Communication skills
- Resource allocation (project management tasks)
- Financial data management
- ICD-9
- Cognos
- Customer communication
- Auditing experience within finance industry
- Public health
- Payment Processing Systems
- Record keeping
- Printing
- Expense reports
- Research administration
- Payroll direct deposit management

- Governmental accounting
- Financial concepts
- Yardi
- Microsoft Word
- Debits & credits
- Construction project budgeting
- Salesforce Cloud
- POS
- Collection management
- 10 key typing
- Report preparation
- Multitasking
- QuickBooks Online
- Accounting experience within construction industry
- Balance sheet
- Property management
- Project scheduling
- QuickBooks
- Sage
- Excel formulas
- Problem solving
- Regulatory compliance management
- HIPAA
- File organization
- Bookkeeping - Bookkeeping experience (More than 20 years)
- Proofreading
- Public accounting
- Word processing
- Customer complaint resolution
- Excel data analysis
- Expense management
- Cash application
- Microsoft Teams
- Quicken
- Office experience
- Property lien search
- PeopleSoft
- Financial reporting software
- Compliance management
- Document management

- B2B
- Financial reporting
- Vendor management
- Nonprofit management
- Microsoft Dynamics GP
- Journal entries
- Google Suite
- Microsoft Access
- Time management
- Financial report writing
- Calendar management
- Database management
- QuickBooks Payroll
- NetSuite
- Data analysis skills
- Project management
- Deposits
- Construction
- Budgeting
- Contract negotiation
- Data transformation
- Writing skills
- Correspondence management
- Profit & Loss statement
- Bank Reconciliation
- Office Management
- Internal Audits
- Technical accounting
- Dayforce
- Benefits bookkeeping
- Kronos
- Cash flow statement
- Customer inquiry handling
- Data management
- Attention to detail
- Macros
- Banking
- Profit and loss analysis
- Financial report interpretation
- Adobe Photoshop

- ADP
- Scanning
- Windows
- General ledger maintenance
- Auditing
- Presentation skills
- Project task coordination
- Report writing
- Income statement
- Accounting and finance experience
- Document management systems
- AS400
- Computer operation
- Computer hardware
- California labor law
- Safety regulations
- Filing
- Microsoft Office
- Grammar Experience
- Microsoft Outlook
- Budget management
- Manufacturing
- Employee relations
- Analysis skills
- Financial audits
- GAAP
- Project stakeholder communication
- Painting
- ACH
- Wire transfer payment processing
- Project leadership
- Financial accounting
- Variance analysis
- Workflow management (operations management method)
- Data analytics
- Tax compliance
- Cloud-based systems
- Account reconciliation
- Accounts receivable
- Managing budgets in a finance role

- SAP
- Google Sheets
- Productivity software
- Process management
- Maintaining patient confidentiality
- General ledger accounting
- Project coordination
- Financial analysis
- Month-end close
- Basic math
- Construction vendor management
- Cash handling
- Project management methodology
- Stripe payment processing
- Cost accounting
- Accrual accounting
- Spreadsheet filtering
- Databases
- Clerical experience
- Relationship management
- Client services
- Spreadsheet data validation
- Payroll systems
- Accounting systems
- VLOOKUP function
- Income tax preparation
- Account management
- Internal financial audits
- Salesforce
- Order fulfillment
- Digitization
- Sage Intacct
- Computer skills
- Leadership
- Employment & labor law
- Bookkeeper experience
- Microsoft Excel
- Human resources
- DocuSign
- Google Docs

- Customer service
- Employment law
- Client file management
- Paychex
- Double entry bookkeeping
- SOX
- Learning technology
- Management
- Regulatory compliance
- Organizational skills
- SharePoint
- Client communication
- Corporate accounting
- Year-end close
- Experience in non-profits
- Financial software
- Payroll data entry
- Conflict management
- Financial compliance
- Technical Proficiency
- Benefits administration
- Workday
- Typing
- Zoom
- Mobile devices
- Construction administrative experience
- HRIS
- Research
- Time & attendance systems
- Business requirements
- Critical thinking
- Adobe Acrobat
- Account analysis
- Government contract management
- CRM system proficiency
- Communication platforms
- Accounts payable experience within construction industry
- Microsoft Powerpoint
- Preparation of internal financial performance reports
- Grant management

- Financial record maintenance
- Project management software
- Pivot tables
- Financial statement preparation
- Employee relationship building
- Automation
- Executive administrative support
- Customer support
- Editing
- Lien releases
- Project financial statement management
- Microsoft 365 proficiency
- Construction accounting
- Financial operations
- Non-profit accounting
- Microsoft Project
- Machine learning
- Financial data reconciliation
- Workers' compensation
- Task prioritization
- Client follow-up
- Records management
- Payroll tax
- English
- Document review
- Financial regulatory compliance
- Client invoicing
- Payroll record maintenance
- Office Administration
- Management reporting
- Documentation review
- Accounting software
- Math
- Google Drive
- Data collection
- Smartsheet
- Payroll processing
- Invoice data entry
- General ledger reconciliation
- Microsoft Publisher

- Debt collection
- Office management
- Financial management
- Customer relationship management
- General Ledger Reconciliation
- Contracts

Certifications and Licenses

Driver's License

April 1999 to April 2027

CDL C

First Aid Certification

CPR Certification