Quintonia Thorpe

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Durham, NC ▪ 919-308-4336

**QUALIFICATIONS SUMMARY**

A seasoned financial analyst and management professional experienced in financial analysis and allocation focused on achieving monthly targets. Proven ability to improve processes, leadership skills, interpersonal skills, works well independently or on a team, deliver forecasting and actuals to drive business results which meet or exceed operational expectations. Proficiency in written and verbal communication. Ability to handle complex tasks. Rapidly adapts to new technology. Seeking to obtain remote position.

**EDUCATION & TRAINING**

Master of Business Administration and Master of Health Administration, Pfeiffer University - Dec. 2005

Bachelor of Business Administration - Accounting, North Carolina Central University May 1995

**TECHNICAL PROFICIENCIES**

Microsoft Office Tools (Excel, Word, PowerPoint, Access, Outlook), Hyperion Essbase, Oracle, ProComm Plus, Solomon, AS400 Accounting (DPS), Tenmast Accounting (DHA), QuickBooks Online, Araize (non-profit software), Thomson Reuters, Connect Carolina, Peoplesoft, InfoPorte, Strata

**PROFESSIONAL EXPERIENCE**

Prestige Money Managers, LLCDurham, North Carolina

**Manager - Accounting and Financial Services** 2010 - Present

* Provides guidance, education and financial advice to individuals, small businesses and non-profits on finances and money management.
* Prepare personal budgets, financial statements, and create processes to pay off debt over $100k.
* Presented financials to the Executive Director and Finance Committee monthly.
* Maintains record keeping, accounts payable and accounts receivable for over.
* Assist CPA with financial audits for non-profits.
* Cultivating strong professional relationships with internal and external clients/vendors.
* Proven ability to identify and implement improvements to streamline processes and increase

efficiency and productivity by implementing new policies and procedures.

UNC Chapel Hill – May 2018 – March 2021

**Financial Analyst – Operational Finance (**January 2020 – March 2021)

* Review variances for several departments monthly.
* Assist Senior Analyst with new trainings on reporting modules
* Assist departments with preparing their yearly budgets
* Manages, prepares quarterly & yearly surveys and licensures for the hospital

**Business Services Coordinator – Psychiatry (**May 2018 – October 2020**)**

* Analyzes revenue funding for three departments with the Center of Excellence, totaling over $1M.
* Analyzes denials for issues and trends for various departments.
* Provides clinical revenue reports to leadership monthly.
* Serves as liaison for several departments, along with maintaining compliance of policies & procedures.
* Manages, prepares and processes several accounting functions for various departments in the School of Medicine-Psychiatry Department.

Durham Public Schools, Durham, North Carolina

**Federal Fiscal Analyst - Title I and Exception Children Program** 2011- 2014

* Prepared and submitted yearly grant for Exceptional Children and Title I, totaling over $35M.
* Assisted with grant submission in acquiring over $250k additional funds for students requiring more assistance for different schools in 2011-12 school year.
* Prepared individual budgets for all awarded schools each school year.
* Coached and provided guidance to principals, treasurers, and administrative staff to ensure funds were disbursed and utilized properly according to the State regulations.
* Reconciled and managed all budgets in this program.
* Handled compliance and monitoring of rules and regulations for over 15 federal grants.

University of North Carolina - Chapel Hill, NC

**Scholarship Funds Manager – Accounting** 2008 – 2010

* Reconciled and managed over 700 scholarships, grants and loan accounts, analyzed budgets and forecast reports totaling over $16m.
* Prepared monthly budget report for upper management.
* Assisted in streamlining return process of loan funds, audit and reconcile a $270k+ unbalanced receipts from 2001 – 2010.
* Recovered over $250k that was due to financial aid department.
* Acting supervisor in absence of accounting manager.
* Handled special projects on as needed basis, advised, educated, and serve as resource for departmental funding issues, internal auditing, developed and implemented process improvements on an ongoing basis.

Durham Housing Authority - Durham, NC

**Accountant** 2004 – 2008

* Prepare monthly reported during month-end and year-end closings.
* Completed and reconciled 10 months of bank reconciliations in 1 ½ months.
* Maintained $2m bank reconciliations monthly; analyzed financial transactions and general ledger accounts.
* Collected and analyzed financial information to prepare entries to accounts.
* Interacted with internal and external clients, vendors, and auditors; prepared complex of Family Self Sufficiency Tenants to track funding for program.

Contract Services – Triangle Area

**Administrative, Office manager and Accounting Positions** 2001 - 2004

Nortel Networks - RTP, NC

**Financial Analyst and Administrative Assistant** 1995-2001

* Analyzed and researched account receivable disputes for customers.
* Analyzed and reconciled financials; prepared and created general ledger journal entries
* Analyzed aging monthly report of outstanding travel expenses; researched and analyzed departmental inquiry charges for managers.