TA'FANESAMEKEYA DAVIS

Staff Accountant

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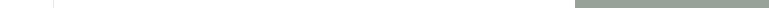
Lisle, IL

773.991.8298

EXPERIENCE

		OBJECTIVE
Apr 2024 Present	 FINANCE & BUSINESS MANAGER Chicago Friends School Chicago, IL Establishes and maintains accounting policies and procedures Creates and monitors annual budget in coordination with board Assesses needs for capital, capital costs, and financing opportunities Manages new and existing contractor and vendor relationships and oversee contractors Completes annual insurance premium audit forms Manages payroll through Trinet Zenefits system Oversees and maintains tuition management Manages banking and credit relationships Maintains donors database Monitors income and spend of temporarily restricted funds Produces financial reports requested by granting agencies Ensures that state and federal taxes are on time and complete All Accounting tasks 	 Results-driven Staff Accountant with over 20 years of in Accounting and Management. Possesses a comprehensive understanding of all aspects of accounting. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Seeks out opportunities for process improvement to drive productivity and advance company objectives.
		SKILLS
Mar 2022 Jan 2024	 STAFF ACCOUNTANT Maestro Food Chicago, IL Created and maintained financial reports for management Created and maintained accounting policies and procedures Reconciled food, packaging & freight costs across locations Analyzed and reconciled accounts, including prepayments and depreciation Analyzed budgets for other teams Developed and maintained internal controls to ensure accuracy and integrity of financial data Supported implementation of ERP and provided ongoing support to improve efficiencies 	 Ability to Work in a Team Ability to Multitask Attention to Detail TriNet Zenefits Microsoft 365 Google Suite QuickBooks Guideline Expensify NetSuite Bill.com Xero
May 2021 Feb 2022	FINANCIAL ANALYST State of Illinois Chicago, IL	
	 Evaluated financial health of Illinois insurer's and identified areas of improvement Conducted industry and market analysis to provide insight into insurer's competitive position Performed comprehensive financial analysis of insurer's current investments Conducted sensitivity analysis to assess the impact of changes in key variables on insurer's financial performance Prepared detailed reports for senior management providing key insights into insurer's financial position Provided recommendations for insurer's capital structure, resulting in improved credit ratings and increased access to capital Regularly collaborated with insurance company officials, industry representatives and other regulators 	
Jul 2019	COMPLIANCE OFFICER	
Apr 2021	 State of Illinois Chicago, IL Investigated potential compliance issues to ensure timely resolution and adherence to Illinois state laws and regulations Conducted audits to identify compliance risks and advised on 	

	 Conducted address to identify compliance fists and advised on corrective measures Monitored and evaluated regulatory changes to ensure fund policies and procedures remained compliant Drafted written reports of findings of a fund's policies and procedures to ensure compliance with applicable laws and regulations Provided advice to management on compliance-related matters Analyzed types, diversity and weight of fund's investments 		
Dec 2017 Dec 2018	ACCOUNTANT Chartwells Charlotte, NC		
	 Managed account valued at \$18.5M, with retail sales totaling over \$100K per day Managed over \$100K in AR funds weekly, asset depreciation and amortization Developed and implemented internal controls to streamline processes and improve accuracy of financial data Analyzed financial data to identify discrepancies and trends that could provide insight into operational performance Provided guidance and training to staff on accounting procedures and best practices Developed a system to track and monitor expenses, resulting in improved cost savings Managed multiple budgets. Directed administrative activities of Accounting support team 		
Feb 2016 Jul 2017	 ACCOUNTING ASSISTANT Chartwells Charlotte, NC Created and maintained an efficient filing system, resulting in a 25% reduction in the amount of time spent searching for documents Entered data and generated reports from various databases, ensuring accuracy and completeness Contributed to projects in developing marketing campaigns Answered and managed incoming calls, providing accurate and timely information Collaborated with Senior Director and Controller to relay crucial information to corporate personnel, and third-parties Expedited AR and AP processing through carefully managed relationships with vendors and customers Prepared and submitted expense reports in a timely manner Consistently demonstrated excellence in all areas, resulting in promotion to Accountant in 2017 		
Dec 2015 Jan 2016	 ACCOUNTS RECEIVABLE ASSOCIATE Bella Moulding Chicago, IL Developed and implemented procedures for accounts receivable resulting in improved cash flow and reduced past due revenue Developed and implemented procedures for accounts receivable to improve accuracy and reduce processing time Reviewed order releases for accuracy, in addition to applications for new lines of credit Reconciled accounts receivable to ensure accurate financial records Successfully collected on past-due receivables in 30 days by building relationships with customers and earning their trust 		
EDUCATION			
2002 2004	BUSINESS ADMINISTRATION		



American Intercontinental University | Atlanta, GA

2004