## TA'FANESAMEKEYA DAVIS

Staff Accountant

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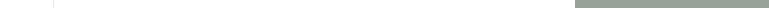
Lisle, IL

773.991.8298

## **EXPERIENCE**

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

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



American Intercontinental University | Atlanta, GA

2004