

TA'FANESAMEKEYA DAVIS

Staff Accountant

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🏠 Lisle, IL

📞 773.991.8298

EXPERIENCE

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

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

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
Apr 2021

COMPLIANCE OFFICER

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 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

OBJECTIVE

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

- 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