

TJ

(T A M M Y J E N K I N S)

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Work experience:

IMT Associates San Leandro, CA August 2017 – September 2019

Bookkeeper (Consultants)

- Accounts Payables
- Budgets
- General Ledger Review
- Payroll
- Generate Financial Reports

NonProfit Suite Oakland, CA July 2015 – August 2017

Senior Accountant (Consultants)

- Accounts Payables
- Accounts Receivables
- General Ledger, Bank, and Payroll Reconciliations
- Month End and Year End Close
- Generate Financial Reports

Asian Community Mental Health Services Oakland, CA February 2014 – July 2015

Senior Accountant (Non Profit)

- Process Payroll (ADP Systems for 100+ employees)
- Generate Internal Financial Reports
- General Ledger Reconciliations
- Year End and Various Audit Preparation
- Supervise Intern

Alameda Point Collaborative Alameda, CA May 2008 – February 2014

Senior Accountant (Non Profit)

- Process Payroll (ADP Systems for 65+ employees)
- Bank/ GL Reconciliations
- Generate Internal Financial Reports
- Generate AR Invoices for Multiple Government Grants
- Assist in Planning New Accounting Controls as the Organization Grows
- Year End and Various Audit Preparation
- Supervise Bookkeeper

CirclePoint San Francisco, CA March 2006 - May 2008

Accounting Assistant (Communications Consultants)

- Review, code and enter A/P, Cash Receipts, and in-house charges to the GL.
- Administer payroll for 65+ employees (Paychex Systems).
- Review, adjust and post timesheets in the GL.
- Manage cash flow spreadsheets.

Education:

1999–2001 Laney College Oakland, CA
A.A., Accounting