



# MICHAEL ANDERSON

Non-Profit Accountant

Versatile accounting professional with extensive experience in non-profit accounting, dedicated to enhancing financial transparency and accountability within charitable organizations. Proven expertise in fund accounting, grant management, and compliance with donor restrictions. Strong analytical skills enable the effective management of budgets and financial reporting processes. Committed to fostering a culture of ethical financial stewardship and operational excellence.

## CONTACT

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San Francisco, CA

## EDUCATION

### Master of Public Administration

Non-Profit Management

University of Washington

## SKILLS

- Fund Accounting
- Grant Management
- Compliance Auditing
- Financial Reporting
- Training Development
- Stakeholder Engagement

## LANGUAGES

- English
- Spanish
- French

## WORK EXPERIENCE

### Non-Profit Accountant

2020-2023

Charity Financial Services

- Managed fund accounting processes for multiple grants and donations.
- Prepared financial statements in accordance with non-profit accounting standards.
- Conducted compliance audits to ensure adherence to donor requirements.
- Developed financial reports for board meetings and stakeholder presentations.
- Collaborated with program directors to align budgets with organizational goals.
- Provided training on financial management to program staff.

### Accountant

2019-2020

Community Outreach Center

- Assisted in the preparation of annual budgets and financial forecasts.
- Maintained accurate records of all financial transactions and grants.
- Supported audit processes by providing necessary documentation.
- Reviewed financial reports for compliance with funding requirements.
- Participated in strategic planning to align financial resources with mission.
- Engaged with donors to provide transparency in financial reporting.

## ACHIEVEMENTS

- Increased financial transparency leading to a 30% rise in donor trust.
- Recognized for excellence in compliance and reporting standards.
- Developed a financial literacy program adopted by multiple non-profits.