

MICHAEL ANDERSON

Non-Profit Accountant

- San Francisco, CA
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Proficient General Accountant specializing in non-profit financial management and grant accounting. Demonstrates a strong commitment to transparency and ethical financial practices within the non-profit sector. Adept in managing budgets, financial reporting, and compliance with grant requirements. Skilled in preparing financial statements and ensuring that all financial activities align with donor expectations and regulatory standards.

WORK EXPERIENCE

Non-Profit Accountant | Community Impact Org

Jan 2022 – Present

- Managed financial reporting and compliance for multiple grants.
- Prepared annual budgets and financial statements for board approval.
- Conducted financial audits and ensured adherence to donor requirements.
- Collaborated with program managers to align financial activities with organizational goals.
- Provided financial training to staff and volunteers.
- Engaged with external auditors to facilitate annual reviews.

Staff Accountant | Helping Hands Foundation

Jul 2019 – Dec 2021

- Assisted in the preparation of financial reports and grant applications.
- Maintained accurate records of donations and expenditures.
- Supported the budgeting process by providing essential financial data.
- Engaged in donor communications to provide financial updates.
- Participated in fundraising activities to enhance financial resources.
- Conducted training workshops on financial best practices for non-profit staff.

SKILLS

Non-Profit Accounting

Grant Management

Financial Reporting

Budgeting

Compliance

Training

EDUCATION

Bachelor of Arts in Accounting

2015

State College

ACHIEVEMENTS

- Increased grant funding by 25% through improved financial reporting.
- Recognized for excellence in non-profit financial management in 2021.
- Developed a financial literacy program for non-profit organizations.

LANGUAGES

English

Spanish

French