

MICHAEL ANDERSON

Non-Profit Ledger Accountant

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Dynamic Ledger Accountant with a strong background in non-profit financial management and grant accounting. Demonstrates a commitment to transparency and accountability in financial reporting. Known for exceptional organizational skills and the ability to manage multiple funding sources while ensuring compliance with donor requirements. Recognized for building strong relationships with stakeholders and enhancing financial literacy within the organization.

WORK EXPERIENCE

Non-Profit Ledger Accountant | Community Development Fund

Jan 2022 – Present

- Managed financial records for multiple grants, ensuring compliance with donor requirements.
- Prepared and submitted accurate financial reports to stakeholders and funding agencies.
- Conducted financial analysis to assess the effectiveness of grant-funded programs.
- Monitored expenditures to ensure alignment with budgetary constraints.
- Collaborated with program managers to develop financial strategies for grant applications.
- Provided training on financial reporting to non-financial staff.

Ledger Accountant | Charity Finance Group

Jul 2019 – Dec 2021

- Assisted in the preparation of financial statements and budgets for non-profit organizations.
- Maintained accurate records of all financial transactions related to grants and donations.
- Supported annual audits by preparing necessary documentation and reports.
- Collaborated with cross-functional teams to enhance financial reporting processes.
- Participated in fundraising activities to improve financial sustainability.
- Provided insights on financial performance to senior management.

SKILLS

non-profit accounting grant management financial reporting budget analysis stakeholder engagement training

EDUCATION

Bachelor of Arts in Accounting

2018

Non-Profit Management University

ACHIEVEMENTS

- Successfully managed a grant portfolio with zero compliance issues over three years.
- Recognized for excellence in financial reporting during annual evaluations.
- Developed a financial literacy program that improved understanding among staff by 40%.

LANGUAGES

English Spanish French