

Contact: [REDACTED]

E-mail: [REDACTED]

Accounting ~ US Federal Funds ~ International Currency Accounting ~ Auditing Financial Reports and Accounting Systems ~ Microsoft Access Database

Results oriented, highly successful with **16+ years' rich experience** in the various conventions and methodologies of Accounting, US Federal Funds and PEPFAR (an initiative of President Bush against AIDS) in NGO's, International Multicurrency Accounting, Reviewing and Auditing Financial Reports and Microsoft Access Database; major experience in MTX Accounting System, Excel XP, Word XP, Windows XP, Windows 95/98/NT, Networking, Accpac Plus, Accpac for Windows (multi-currency), QuickBooks Pro, PC Repairing. Proven expertise in codifying, tracking and verifying expenses by budget and by sector of activities. Exceptional capabilities in developing and processing several monthly financial reports in the MTX multicurrency system. Dexterous at preparing Bank Reconciliation Statements, Payroll, Invoices and Billing schedules. Strong analytical and problem solving skills. Exceptionally well-organized with a track record that demonstrates self-motivation, creativity, determination, commitment and initiative to keep learning and hence achieve both personal and organizational goals.

PROFESSIONAL VALUE OFFERED

US Federal funds Accounting Systems Billing Schedule Annual Financial Statement	PEPFAR MTX Accounting System General Ledger Analytical Skills	Financial Reports Expense Budgets Bank reconciliation Statement Balance Sheets	Multicurrency Accounting Invoicing Multiple Spreadsheets Income Statements
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PERFORMANCE MILESTONES

Family Health International- Accountant II

- Steered the Trade equivalent to USD 500,000.00 monthly between the USD, the DOP (Dominican Republic currency), the CAD (Canadian currency).
 - Successfully converted all monthly transactions from their foreign currency to the HTG local currency, depending of the international bank rate.
 - Pioneered and implemented a very convivial automated Microsoft Access database that controls the billing process and furnish critical information for all active projects.
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CAREER PROGRESSION

Science / Database Coordinator (Contract- US Government Project), Bechtel, McLean, VA, Since Feb 2008

- Shouldered the responsibility of creating, developing, implementing and maintaining several databases for the Science Department, Travel Department and Administration Department.
- Proficiently created and developed Excel automated spreadsheets for several types of reports.
- Closely interacted with different officials of the Bechtel Department in order to develop integrated reporting capabilities.

Accountant II, Family Health International, Arlington, VA, Mar 2006 to Oct 2007

- Accountable for invoicing the donors and preparing the billing schedule for over 60 active projects for donors including USAID, CDC, DFID, AUSAID, Bill & Melinda GATES Foundation, Pfizer, Abt amongst others.
- Responsible for the preparation of over 20 projects on an average a month.
- Accountable for performing the various functionalities for closing the projects process.
- Efficiently reviewing over a hundred of sub guarantee's monthly financial reports.
- Cautiously supporting several varied tasks of the Finance Department.

Finance Assistant, Haiti Family Health International, Arlington, VA, Jun 2003 to Mar 2006

- Accountable for reviewing source documents and vouchers for accuracy; coded and verified transactions with accounting number and FCO number (by source of funding).
- Judiciously prepared general ledger journal entries and payroll for approximately 20 staff members.
- Created monthly financial reports using Excel XP and send the same to the headquarters.
- Competently performed monthly banking reconciliations for all the associated four accounts.
- Successfully reconciled various expenditure reports and assisted in budgeting and preparing quarterly Budget Pipeline Analysis.

- Instrumental in auditing sub grantee reports and verified the accuracy of source documents for RRF.
- Deftly verified the accuracy of expenses by source of funding and by sector of activities on all six budgets.
- Responsibly prepared 6 different sources of funding Fiscal Year Budgets for CO, tracked budgets and expenses, prepared and maintained up to date data on remaining funds for each budget.
- Instrumental in implementing MTX accounting system in FHI Guyana Office (South America).
- Managed the implementation and maintenance of the MTX accounting system, verified all accounting and financial reports, prepared and verified WARE calculation, verified banking reconciliation, prepared quarterly Budget Pipeline Analysis and verified payroll.
- Adroitly controlled 7 sub-grantees funds sent from budget in USD and expended in local currency, auditing their reports and accounting system, verifying accuracy of source documents for RRF sub grantees.
- Verified the accuracy of expenses by source of funding and by sector of activities on six budgets, performing cash management.
- Developed multiple spreadsheets on Excel XP in order to accurately control all related activities.

IT Consultant, Caribbean Flavors and Fragrances s.a. Haiti, 2000 to 2003

- Responsible for managing the accounting system under Accpac for Windows (multi-currency).
- Assisted well in the preparation of Annual Financial Statement.
- Trained employees in Excel XP and 2003, Word XP and 2003, and Outlook.

IT and Accountant Consultant, Tabou Fleurs, Haiti, 2000 to 2003

- Responsible for the installation and management of ACCPAC PLUS accounting system (multi-currency) and the Quick Books Pro inventory system.
- Trained employees in recording multi-currency transactions in the accounting system, also in using spreadsheets in Excel Xp for payroll and other finance reports.

PREVIOUS ASSIGNMENTS

- Accountant in Tropics s.a. in 1999 to 2000.
- Accountant in Nacose s.a. in 1998 to 1997.
- Accountant in Cofinord in 1994 to 1998.

EDUCATION

- Master in Health Administration from Institut des Etudes Commerciales et Economiques, Since 2006
- Diploma in Economic Sciences, from Institut des Hautes Etudes Commerciales et Economiques, 1992
- Diploma in Business Sciences from Institut des Hautes Etudes Commerciales et Economiques, 1991
- Diploma in American Accounting from Ecole de commerce Julien Craan (Century 21 Accounting), 1988

TECHNICAL PROFICIENCY

- Excel (Strong skills with Pivot Table, Cube Olap),
- Access (Strong skills in developing Menu Driven Databases),
- SQL, Accpac, QuickBooks Pro

Languages Known: English and French

References and Verifying Documentation Furnished upon Request