**Solomon Mindaye last name Tessema**

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**Grant Compliance Officer**

**SUMMARY**: - Professional accountant with more than 13.2 years of practical experiences with strong US GAAPs and standards. I have strong IT

Skill, Excels and Computer programming in different languages. And I am able to learn and attention to detail and HR skills, organized, meet deadlines and prioritized jobs as needed with good command of English.

**EDUCATION/PROFESSIONAL QUALIFICATION:**

\* M.B.A. Accounting Candidate, Maharishi University of Management, Iowa, (progressing)

\* B.A. Accounting, Addis Ababa University, Ethiopia, 1989

**PROFESSIONAL EXPERIENCE:**

**Senior Finance Officer (01/2012 to now), Rift Valley Children and Women Development, Ethiopia**

\* Improved accuracy and timeliness transactions of projects worked in team with program office

\* Reviewed receipts and payments and other vouchers and ensured they are reocred.

\* Prepared annual budgets totaling USD 600,000 and analyzed the variances.

\* Monitored the internal control system and ensured adherence.

\*Supported the audit processes of the organization and used guidelines and policies.

\*Closed the accounts of the organization and made an accounting report to donors and other stakeholders according to guidelines and policies and using computer soft wares

\*Other reports are prepared to managements and donors, reconciled accounts, gave trainings, and done field works to projects and programs according to guidelines and policies and accounting jobs using IFRS.

\*Perform other tasks as assigned by immediate bosses and helped.

**Accounting Trainee (03/2008 to 03/2009) Financial Management and Reporting Systems Inc. Accounting and Tax Services (FMRS), USA**

\*Separated businesses transactions from personal transaction using source documents and Excels Sheets in FMRS.

\* Prepared journal entries using standards and QuickBooks Software, US-GAAPs and US Tax Rules in FMRS, Orientation to Accounting Software and Developed to them.

\* Reconciled G/L Accounts and Prepared Financial Statements using QuickBooks Accounting Software, US-GAAPs and US-Tax Rules in FMRS 360 degree in IT applications too to stakeholders and used guidelines and policies.

\* Tax Preparation Software for businesses in FMRS managed programs and projects of them too.

\*Reconciliation of accounting to general ledger and produced accounting reports to management and others

**Administration and Finance Manager, (09/2007-09/2008) Poverty Action Network of Civil Society, Ethiopia**

\*Approved payment, receipt and other vouchers

\*Reconciled the fixed assets register with the physical assets and other reconciliations.

\*Prepared reports on the revised internal control system over accounts to and applied my audit skills.

\*Prepared timely financial and other reports for donor organizations on accounting software using IFRS and worked in team with other departments.

\*programs were supported according to guidelines and policies of donors

\*Good HR management

**Junior Accountant (07/2001-07/2007), United Nations Staff Savings and Credit Association, Ethiopia**

\* Receivables were initiated above USD 7million collected long outstanding receivables, closely worked them with multicultural employees of the organization using guidelines.

\* Reconciled bank and book of accounts of different currency units.

\* Prepared receipt and payment and other vouchers over years.

\* Prepared periodic cash requirement reports.

\* Prepared financial reports using Peachtree and other soft wares.

\* Reviewed the internal control systems and other procedures and policies.

 \*Advanced application on computer skills to accounting systems of UNSSCA to make them efficient and effective using guidelines and policies.

 \*Audit skills applied to audit teams to reconciliations of accounts and reports to general assembly

 \*Done other accounting jobs using procedures, guidelines and policies, GAAP and standards.

**Senior Accountant (07/00-07/10) DHV Ethiopia Plc., Ethiopia**

\* Redesigned the accounting systems to effectively do jobs using policies and procedures and standards.

\* Quarterly and annual budgeted done and reported.

\* Prepared financial reports and skills on computer to do them according to GAAP and standards.

\* Analyzed variances for managements in Netherlands too.

\* Ensured payments made were within budget limits and analyzed using policies.

\* Prepared payment and receipts vouchers and done reports.

\* Processed receivables and payables and other GL accounts.

\*Helped the audit team to do their job according to guidelines, policies and procedures.

**Computer Programmer (07/1989-07/1995) National Bank of Ethiopia, Ethiopia**

**\***Computerized the loan processing using COBOL programming the language.

\* Studied to computerize the small items function National Bank of Ethiopia and made a report on them using policies.

\*Computerized saving accounts activities and others.

\*Automated other function of the banks as assigned.

\* Computer programing designed and redesigned.

\*Helped bank branches by closely working with other in designing computer programs and their paper work using medium size server laptops from of IBM and NCR etc. using guidelines’.

**INFORMATION TECHNOLOGY SKILLS:**

\* Accounting packages: Peachtree accounting, SUN, Quick Books

\* Spreadsheets: MS Excels-advanced, Word advanced, word perfect.

\* Programming: COBOL, Advanced Basic, FORTRAN, Pascal-advanced, , Data Structure, PC architecture

**References:-**

1. Berhanu Geleto 0911217390 RCWDO G/M berhabu@yahoo.com
2. Gobezie Dessalegn 0911478085 HST Senior Auditor info@hst-et.com
3. Uka Agere 0911236537 RCWDO Administration and Finance Manager ukagere@yahoo.com