

Henok Mekonnen Tedla

714 Sligo Avenue Apt #301, Silver Spring, Maryland 20910

Phone: (301) 646-8097

Email: henme_2007@yahoo.com

Senior Accountant / Financial Analyst

Education:

- **M.B.A. Accounting**, Maharishi University of Management, Iowa (progressing)
- **B.A. Business Administration**, Addis Ababa University
- **Diploma Computerized Accounting**, Microlink Information Technology College,
- **Certified Management Accountant, CMA** (Candidate)

Information Technology Skills:

- **Accounting Software:** Peachtree, QuickBooks, SAP, Solomon, MIP, Great Plains
- **Presentation Software:** PowerPoint
- **Spreadsheets:** Excel with pivot tables, macros
- **Word Processing:** Word
- **Database:** Access

Professional Experience:

Staff Accountant (2008 – 2009) UNIRISC, INC.

- Maintained accounting activities for three entities.
- General ledger maintenance.
- Bank reconciliation.
- Monitored A/R positions and reconciliations.
- Provided the Underwriters' reports and payments.
- Underwriters' payable reconciliation.
- Intercompany bank transfer and reconciliation.
- Researched unapplied cash.
- Claim system and billing system reconciliation.
- Prepared consolidated financial statements.
- Assisted CFO with projects and provide reports.

Finance Officer (2004 – 2007) African Child Policy Forum (Non-Profit)

- Responsible for maintaining and updating financial records of all ACPF's financial transactions.
- Responsible for maintaining and updating the ACPF's Peachtree financial system.
- Responsible for carrying out bank reconciliation of all ACPF Accounts on a monthly basis.
- Assisted in the monitoring, implementation and audit of accounting procedures within the organization.
- Assisted in the preparation of annual budgets for the delivery of programs and financing of organization operations.
- Assisted in monitoring and ensuring the financial viability and performance of each program/operation in accordance with the approved budgets.
- Accountable for the accurate and timely financial reporting on ACPF's programs and operations.
- Supervised Logistics Officer, Administrative Assistants, Drivers and Office Attendants in effective execution of their duties as per their job descriptions.
- Acted as the primary point of contact for financial information about the ACPF programs and operations.

Accountant (2002 – 2004) Association of Microfinance Institutions (Non-Profit)

- Maintained the accounts of AEMFI based on the accounting procedure manual adopted for the organization.
- Properly filed financial and other related documents for reference by the organization, auditors and other stakeholders
- Produced financial statements periodically as may be required by management and other stakeholders including budget versus expenditure reports.
- Maintained perpetual records of fixed assets and inventories and facilitate their periodic count.
- Compiled payroll data and prepares monthly payroll register for employees of the association.

Industries, Languages, and Membership:

- **Industries:** transportation, non-governmental organizations, internet service providers, import/export
- **Fluent Languages:** English, Amharic
- **Membership in Professional Organizations:** Institute of Management Accountants