

Qi Pan

Experience

2015-Present City of Lauderhill

Assistant Comptroller

Perform complex accounting work and supervise the daily accounting operations, including A/P, payroll and other projects.

Prepare journal entries to balance and close accounts monthly into general ledger, revenue and expense accounts. Reconcile general ledger, revenue, and expenditure accounts. Responsible for the bank reconciliation of the Operating, Payroll, Self Insurance and investment accounts. Maintained the City's fixed asset accounts.

Prepare six months financial statements. Prepare the CAFR (comprehensive Annual Financial Reports) and generate the annual financial statements and reports. Prepare annual state reports. File unclaimed property report to state. Prepare audit schedules. Assist external auditors to complete their annual auditing.

2013-2015 City of Lauderhill

Accounting manager

Perform complex accounting work and supervise the daily accounting operations, including A/P, payroll and other projects.

Prepare journal entries to balance and close accounts monthly into general ledger, revenue and expense accounts. Reconcile general ledger, revenue, and expenditure accounts. Responsible for the bank reconciliation of the Operating, Payroll, Self Insurance and investment accounts. Maintained the City's fixed asset accounts.

Prepare six months financial statements. Prepare the CAFR (comprehensive Annual Financial Reports) and generate the annual financial statements and reports. Prepare annual state reports. File unclaimed property report to state. Prepare audit schedules. Assist external auditors to complete their annual auditing.

2008-2013 City of Lauderhill

Accountant II

Prepared journal entries to balance and close accounts monthly into general ledger, revenue and expense accounts. Reconciled general ledger, revenue, and expenditure accounts. Responsible for the bank reconciliation of the Operating, Payroll, Self Insurance and investment accounts. Maintained the City's fixed asset accounts.

Prepared six months financial statements. Prepared the CAFR (comprehensive Annual Financial Reports) and generate the annual financial statements and reports. Prepared annual state reports. Filed unclaimed property report to state. Prepared audit schedules. Assisted external auditors to complete their annual auditing.

2007-2008 S. Davis & Associates, P.A

Staff Accountant

Audited on government & non-profit organizations.

2005-2006 Port of Miami Crane Management, Inc.

Accountant

Responsible for the bank reconciliation. Prepared Journal Entries and monthly expense reports. Assisted to accounting manager to prepare yearend financial statements. Assisted external auditors to complete their annual auditing on PMCM.

1995-2001 Bank of China

Teller; Accountant

Processed cash deposits and withdrawals. Handled foreign currencies. Recorded corporations' checking and savings accounts.

Internal Auditor

Detected errors or fraud and reported to branch manager.

Education

Florida International University, Masters of Accounting 11/2011

Florida International University, Bachelor of Accounting 08/2005

Sichuan Banking School Major: Finance 07/1995

Affiliations

Florida Governmental Financial Officers Association (FGFOA)

Skills

Knowledge of Microsoft Word, Excel, and PowerPoint.

CPA

References

Upon Request