

Stephenie C. Whitfield

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PROFESSIONAL EXPERIENCE

United Jewish Community of Broward County, Inc., Davie, Florida 2002 - present

Career progression: Senior Accountant, Assistant Controller, Controller – Foundation, Vice President

- Responsible for the accounting of a \$70 million foundation, specifically the preparation of general ledger journal entries and financial reports. Perform balance sheet account reconciliation and analysis. Manage the accounts receivable and accounts payable function of the Foundation.
- *Manage the human resources function of the organization including payroll, benefits administration and 401K administration.*
- Provide accounting and human resources support to beneficiary agencies.
- Implemented various new technologies including gift annuity administration, on-line banking products and technology to prohibit check fraud resulting in improved efficiency and productivity.

Coral Ridge Ministries, Fort Lauderdale, Florida

2001 - 2002

Senior Accountant

- Performed account reconciliations and analysis to ensure accuracy and integrity of financial statements.
- Assisted in the preparation of monthly and annual audited financial statements, federal income tax returns and other financial reports as needed.
- Responsible for converting the fixed asset management and bank reconciliation from a manual to computerized system.

Branches Medical, Inc., Lauderhill, Florida

1992 - 2000

Operations Manager

- Prepared monthly financial statements and managed accounts receivables, inventory and purchasing. Performed monthly bank reconciliation. Prepared journal entries and state tax returns.
- Established standard operating procedures and reviewed financial reports for adherence to accounting standards and procedures.
- Implemented the transition from a manual accounting system to a computerized system that resulted in increased operating efficiency and a reduction in accounting errors.

Wells Fargo Bank, N.A., Fort Lauderdale, Florida

1983 - 1992

Career progression: Management Training Associate, Credit Analyst, Credit Trainer, Funds Management

Credit Administrator, Credit Review Officer, Commercial Loan Officer

- Relationship manager for small business portfolio. Generated commercial loans and deposits and sold other financial services. Established and developed customer base through cold calling and expanded existing relationships through excellent customer service.
- Audited the commercial loan portfolio for compliance to bank policies and procedures as mandated by governing bodies and regulatory agencies. Reviewed results of audit with senior management and made written and oral recommendations upon completion of the audit.

EDUCATION

University of North Carolina at Charlotte, Charlotte, North Carolina, May 1983.
Bachelor of Arts in Business Administration.

COMPUTER SKILLS/SOFTWARE PROFICIENCY

Computer literate with skills in various accounting software programs, including Abila M.I.P. Fund Accounting, Concur Solutions, Quick Books, Great Plains Dynamics and ACCPAC BPI, and various Microsoft Office applications.