

Rohini P. Shah
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CAREER OBJECTIVE:

A business oriented and technically competent CPA with extensive experience working with reputable CPA Firms and other organizations in NY, USA.

CORE COMPETENCIES:

Planning and implementing effective Compliance Audits	Policies and Procedures review with attention to strictest compliance	Financial statements preparation and analysis
Audit findings and recommendations	Ratio analysis/Variance analysis	Audit Reporting and communication
Budgeting and estimates preparation & analysis	GAAP/GAAS/IFRS/ASPE	Strong in investigating ethical code of business conduct
Committed team player with focus on team achievements.	Strong communication and technical presentations	Demonstrated aptitude to grasp new technical matter, policies & procedures quickly.

PROFESSIONAL EXPERIENCE:

**SouthEast Bronx Neighborhood Centers
 Fiscal Manager**

June 2017 - February 2020

- Prepare monthly and quarterly fiscal reports to local state and federal funding sources.
- Prepare monthly billings and submit it online via accelerator.
- Supervise the staff, review their journal entries, review the general ledger to see everything is posted, attend monthly staff meetings.
- Meet with program directors to discuss the budgets and submit it online.
- Input contracts and budgets in the financial system.
- Review bank reconciliations prepare by bookkeeper.
- Prepare various schedules for independent auditor.
- Review bi-weekly payroll journal entries.
- Review invoices and receiving documents and account coding for allowability and allocability for processing.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Monitor and analyze fiscal department work to develop more efficient procedures.
- Work with CFO to ensure a timely year and audit.
- Supervise the bookkeepers to ensure all financial reporting deadlines are met
- Provide training to new and existing staff as needed.
- Assist in other areas of operation as requested by Chief Financial Officer.
- Monitor the implementation and maintenance of accounting control procedures.
- Ensure that all monthly billing reports are accurate and timely.
- Perform all other duties as assigned.

Consultant - Senior Auditor

November '13 - March 2017

Shah Consultants, Toronto, ON

- Identified risk factors and participated in the planning and execution of audit mandates, and review engagements
- Developed, implemented and maintained compliance programs, policies and procedures to ensure that Affinity Markets meets applicable regulatory requirements.
- Be fully responsible for audit mandates (performing the most difficult sections, coaching junior auditors on the simpler sections and producing an entire file).
- Prepared complex review engagements independently and efficiently.
- Reviewed compilations.
- Developed, and carried out, assessment programs to ensure compliance controls are operating effectively.
- Reviewed corporate bookkeeping (including portfolios and investment funds).
- Communicated with customers and government agencies.
- Acted as a Mentor Member Advisor.
- Prepared documentation and supporting materials in support of audits and regulatory examinations and regulatory compliance incidents.
- Participated in any other tasks that may be assigned from time to time.
- Applied and ensured compliance with professional standards.

Consultant - Accountant

March '11 - October '13

Eulix Digital Printers, Oakville, Ontario

- Accounting services, Internal Control procedure, Analyze financial documents and reports
- Month end accruals, Reconcile accounts, Billings and Invoicing, Organize files, Ensure accuracy and compliance to accounting standards, General ledger review, Fixed Assets, Prepaid expenses.

Consultant – Auditor/Accountant

November '09 – February '11

Thompson & Company and Joseph Tax and Accounting firm, New York

- Audited according to policies and procedures – reviewed internal controls and compliance
- Audit findings and recommendations - provide client with audit findings and recommendations
- Assisted staff, reviewed the binder, review notes - Supervised staff for all the planning, fieldwork and reporting to the Manager.
- Budget analysis and variance analysis - explanations to major variations, Budget Vs. Actual variations
- Prepared various program budgets, Budget modifications and close outs for submission
- Executed daily activities of audit engagements of various clients – Not for Profit, Real estate, Insurance, Banking
- Utilized Audit Methodology of CPA firm in auditing process

Chief Financial Officer January '09 – November '09
New York Transportation Insurance Corp., Woodside, NY

Workman's compensation insurance corporation with 5 million insurance policies and 10 employees:

- Prepared Annual and Quarterly Statements and submitting on NYS Workman's Comp. website
- Submitted statistical data on nycirb website
- Accounting and bookkeeping services, payroll services – Issuing payroll checks, Monthly and quarterly payroll taxes preparation
- Communicated with the Actuary for IBNR (Identified but not recorded)
- Assisted examiner's from NYS board in audits
- Prepared Loss reserves, LAE and other reserves for statements

ERE Accountants & Advisors, (CPA Firm) June '08 – February '09
Senior In Charge: New York, NY

- Responsible to complete audits for Real estate and Not for profit and A-133 clients
- Assisted in the planning and execution of audit and financial statements
- Assisted staff, reviewing the binder, review notes and clearing quality assurance review notes
- Supervised staff for all the planning, fieldwork and reporting to the Manager.
- Prepared financial statements, footnotes, SAS 114 letter, SAS 112 letter and representation letter
- Prepared Not for profit tax returns
- Created analytical work paper's, explanations to major variations, Budget Vs. Actual variations

Margolin, Winer & Evens, LLP, (CPA Firm) Nov '06 – April '08
Senior Auditor, Garden City, NY

- Responsible for Audits, Reviews, Tax closings, assisting staff and reporting it to the Partner or Manager got exposed to Pension audits, Real Estate tax closings.
- Performed and documented walkthroughs of client process and procedures, plan audits based on new risk based audit approach.
- Compliance walkthroughs for Not-for Profits, write ups, general ledger reviews, planning and supervising for the engagement, brainstorming for SAS 99, ability to handle complete engagement on my own.
- Responsible for planning, scheduling and overseeing all phases of audit, review and compilation engagements.
- Researched accounting and auditing issues.
- Prepared federal and multistate tax returns for corporations, partnerships and individuals.
- Identified, evaluated and documented accounting systems and internal controls.
- Supervise a staff of two
- Industry experience: Construction, commercial, residential, and mixed-use real estate companies.
- Range of clients' revenue \$5M – \$50M

Thompson & Co, CPA's,

July '03 – June '06

Audit Senior / Internship, Brooklyn, NY

- Reports to the Audit Manager, responsible for planning, performing, supervising, evaluating and executing audits of various medium size corporations, including Not-for-Profit OMB A133 audits.
- Reviewed with Audit Manager, unusual events with clients, audit scope, plans, programs, budgets, target dates, work schedules and assignments.
- Assessed audit risk; evaluate systems, procedures and controls that support financial records. Review internal controls; recommend changes to improve financial records, systems, and procedures to safeguard client resources and to ensure legal compliance with various contracts terms and conditions.
- Conducted entrance and exit conferences.
- Provided advice to clients on implementing recommended changes and addressing audit findings. Motivate, train, monitor work progress and assist staff during the audit.
- Wrote reports, make recommendations and communicate findings to clients' management and staff; draft financial statements, address audit issues; summarize and write management letter findings.
- Handled multiple engagements and special projects including: tax returns such as 990 and char 500 and other special reports.

COMPUTER SKILLS:

Strong PC knowledge: MS Word, Excel, Caseware experience, Accounting Software including Fund EZ, Quickbooks; Turbo Taxes and Auditing software - ProFx engagement and Prosystem tax software, Powerpoint, data entry skills with typing speed of 10000 KPH

EDUCATION

- **Certified Public Accountant (CPA), State Board of New York, USA**
- **St. Francis College, New York: BS in Special studies, Major in Accounting**
- **Bachelor of Science Degree in Accounting, Hyderabad, India.**