

Jonathan Lin

San Francisco, CA 94112

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Relevant experience

Financial Analysis II contract at USMS Finance Accounting Admin Dept

Jun 2023 - Sep 2024

- Used roster as Domain, User-defined and Referential integrity to disallow the entry of data that doesn't apply by fixing file hierarchy and consistent file format for WEX related fleet fuel/gas receipts
- Ensuring continuous updates throughout the budget planning process to facilitate budget execution and progress reporting lowering transfer errors on a low logical integrity or design oversight system
- Generate monthly and quarterly reports using financial systems: UFMS
- Clearly communicate budget issues and requirements to both internal and external stakeholders.
- Analyze and resolve system-related issues and questions, analyzing system effectiveness, and provide recommendations for improvements, identify system bugs and report them to be fixed, test new enhancements and bug fixes, develop/update user procedure guides
- Provided process improvements, IT and software trouble-shooting support closely with several cross-district teams, including contract operations, Information Technology Division (ITD), Financial Services Division, operations, judicial security, support and training teams to maximize product efficacy during testing and streamlining Sharepoint file access issues and insights from employee interview of financial documents
- Public Trust Clearance for prison ops, housing, 157A, MIC (Itemized Receipt) accrual transactions that require management approval and require that Headquarters review significant obligations in order to prevent the District Offices and Program Offices from incorrectly recording the obligation, expense, and necessary accruals.
- Liaison to prevent constant delays and errors with witnesses from defense and Financial Services Division (FSD) oversight with witness expenses to prevent waste and fraud in legal and witness protection program
- Calling and emailing for vendor documents whose bills in the mail didn't show up delaying payments and expensing in the Vendor Invoice Processing Platform (IPP)
- Updating the medical providers about the inmate's/suspect's status and ensuring that their medical history/billing is forwarded to the new facility payer programs with property and money

Significant Accomplishments

Accounting contract at Tong and Fong CPA firm

Oct 2022 - Apr 2023

- Prepared the payroll journal entries expenses, monthly accruals and payroll/benefit account reconciliation for multiple companies and past quarters, expenses, benefits, multi-area tax breakdowns, officers and bonuses following up with P/L with area-specific banks, trial balance and classes and bank statement files
- Month end cash, credit, bank and check, investment account and bank registers reconciliation using Cart of Accounts, G/L and B/S reports
- Calculate cash, fees, unrealized, income and balance from year end report of investing portfolio performance monthly summary
- Worked with retail, rental, film, pharmacy, optometry, lighting, wedding gowns, imports industries with sales report/records dividend from credit, cash and other financial services platform section such as Paypal or Square
- Input payroll for payments for De9/9w and F941, Illinois state taxes and withhold New York State, New York City, LA and Chicago from Sage BusinessWorks report for payroll and making sure different local, state disability or UI and federal FUTA and FICA taxes are paid and expensed accordingly
- Printing client copy 1099 NEC and MISC (rental) forms on QB 2022 and DIV, INV on ProFX 2021

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- 540 and 1040 custom depreciation settings for Fixed Assets
- Reconciled Cash reinvestment: Div Income: Interest Income Stock Purchases: Stock Sales: Reinvested Div L-T Cap Gain Dist: S-T Cap Gain Dist; and differences between Bank/Brokerage Fees Management Fees, residuals, profit sharing, NOL and credit card fees, S corp passthrough entity tax
- Printing payroll and company history by quarter and year in Sage BusinessWorks
- Industries worked with retail, restaurants, rental, film, pharmacy, optometry, lighting, wedding gowns, imports, trust and pensions in low availability multi-system architecture with Compromised hardware

Accounting contract at Lutheran Social Services LGBTQ Vulnerable housed individuals, elders and migrants

Jan 2022 - Oct 2022

- Banking management Wells Fargo ACH imaging fraud, vendor setup, positive pay, desktop, physical and direct deposits in the check log
- Setting up E-Bill Express for recurring and varying payments via and reconciling using Business Track® payment runs
- US Treasury Reclaim management for funeral expenses and life insurance before closing accounts
- Run Aries report and make service hour corrections to ensure receipt state and federal funding check intake and closing clients and enter client hours of service for Ryan White Comprehensive AIDS Resources Emergency Act once a month
- Electronic file upload to the bank via an XML file and process ACK files for reject charges, errors, and warnings (e.g. wrong bank information for client)
- Setting up invoice payment file CSV for ebill express new invoices, and Debt swipes
- Reconciling bank statement with ending balance, ACH Return/NOC for penny test
- Clearing checks with MICR, ACH charges Physical deposit of cash and checks, and voiding stale dating checks
- Reporting Outstanding Procurement card fees and commercial card expense reporting Electronic payment, CCR charges with WellsOne Commercial Card, Credit card receivables and expiration
- Report and void stale dated checks and made suggestions to client forms
- Performed Pass-Through agency transactions similar to trustee or intermediary for another party and programs and Returning Unused Benefits to SSA and proactively communicated the demand letter, contract number, and invoice number with their refund check made payable to the Finance and Accounting Officer with Payee Account Number to HHS
- Coached and administered 10 employees of Money Management, Direct Access To Housing, Integrated Services Network team in case management services for mentally ill and elderly adults while maintaining constant service for daily financial activities for Senior, Stabilization (short-time housing) and Forensic (transitional supportive housing) Housing Program established objectives in financial documentations
- Donations based on price by dates sold of assets, clothing services and special event

Accounting at Applied Technology & Science ENGINEERING/ENVIRONMENTAL CONSULTING –

San Francisco, CA

Jan 2019–Jan 2022

- Monitored posted requests for qualifications and requests for proposals on local city government and departmental websites for ATS to submit bids on
- Printed P/L for outstanding customer invoices maintained receipts and match the charges posted on

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the credit card statement

- Ensured proper documentation for mileage expense in project management BQE Core online
- Alerted CFO and CEO of fluctuations in income and expenses every month, especially regarding increases in costs
- Looked for mistakes in the estimated budget in Microsoft Excel from the BQE Core online report
- Tracking surety payments until the end of each project financing this is when the entire project has to be insured upfront so payments are divided into installments with interest up to \$1.5 million broken up into 13 to 19 including payments umbrella, E/O, and general liability in the memo
- Match open invoices with payments received and ensure proper memoing of project subcontract codes
- Clearing Quickbook backup cache or temporary files on SwizzNet cloud once a quarter to prevent error shutdowns and responsiveness
- Expanded monitoring of open requests for qualifications and proposals to 25 local city government and departmental county websites bids on professional services during high growth season
- Reviewing credit card transactions for credit cards, two account holders' interest rate payments and purchases for appropriate expense codes to ensure proper allocation including purchases that should be drawn, assigned to project expenses and don't fit in the business function
- Automated data entry with QBO bank files in the reconciliation module
- Mailing client copies of financial reports and maintaining firm internal physical copies for partners and keeping records of all financial transactions, supporting documentation, and reports for audit purposes
- Fixing entries lacking sufficient detail, outdated or incorrect categorization and data references and repetition or double counting errors and internal policy limits or thresholds
- Communicated to employees by memoing the slip between hours vs equipment reimbursement cost to lower confusion in payroll

EDUCATION

- Bachelor of Science in Business Administration: Concentration in Finance, *Summa Cum Laude* (2018), San Francisco State University, Accounting units