

Marreo M. McDonald

110 ROLLING CREEK DRIVE | JACKSON, MS 39211 | FLINTEL.MS@GMAIL.COM | PHONE: (601)507-7491

ACCOUNTING | AUDITING | COMPLIANCE & MONITORING | GRANTS MANAGEMENT | NONPROFITS | STRATEGIC PLANNING

PROFILE

An enthusiastic and motivated individual who is committed to a career in the accounting field. Throughout my professional experience, I have gained many skills, including accountability, budgeting, planning and forecasting, detailed-oriented, leadership, monitoring process, and compliance with regulations. Accuracy and precision in all tasks resulted in increased efficiency and successful problem resolution. I am a proactive problem-solver and determined achiever who is looking for an opportunity to prove myself.

PROFESSIONAL EXPERIENCE

ACCOUNTING/AUDITING | COMPLIANCE AND MONITORING | PROGRAM DEVELOPMENT & MANAGEMENT | TRAINING & DEVELOPMENT

OWNER AND PRINCIPAL CONSULTANT

2018- Present | *Financial Intelligence, LLC* | Jackson, MS

- Assists start-up not-for-profits with the assistance of operational and financial infrastructure (financial policies and procedures, employee handbook, financial management system set up)
- Assists established not-for-profits with an internal audit process (financial and operational) and provided the organization(s) with recommendations for improvement
- Assists for profits with financial management system setup
- Offers financial consultant services such as bookkeeping, payroll, accounts receivable, and accounts payable
- Provides companies with financial management oversight (review reports and provide feedback to President, Treasurer, and CEO/Executive Director)
- Provides not for profits with grant writing, budgeting, and forecasting
- Provides film production accountant services
- Provides businesses with office management services
- Provides businesses and community members with Mental Health First Aid training for Youth and Adults.

DIRECTOR OF OPERATIONS

2019- 2021 | *Teen Health Mississippi* | Jackson, MS

- Assisted in improving THMS fiscal policy handbook and was responsible for continuous updates.
- Made sure staff is trained around the new policies and procedures for the organization.
- Established operational forms for the organization to document expenses (requisition form/expense report) and FTE per grant (timesheet)
- Established an excel document that could be used to reconcile QuickBooks, bank statements, and specified grant revenue and expenses
- Made sure the proposed programs are being accomplished and made the necessary/allowed amendments to accomplish the goals and objectives of the various funding sources
- Made sure the Executive Director was aware of the organization's financial status and if any changes have been recommended, made, and approved by the funder of a specified grant.
- Worked directly with external entities (accounting firm, payroll, health insurance companies, and auditors) to make sure systems were in place for the organization's success.
- Conducted a risk assessment on the employee handbook, fiscal policy, by-laws, and overall organization's infrastructure and implemented improvements.

BUDGET OFFICER SENIOR

2018- 2019 |*Mississippi Department of Education | Jackson, MS*

- Supervised subordinates in carrying out daily work activities and assigned projects.
- Analyzed and investigated the fiscal affairs of agencies to determine if funds are being expended according to legislative intent and in conformity with existing statutes.
- Investigated existing programs and objectives as defined by the operating agencies.
- Assisted agencies in planning, forecasting, and developing standards translated into manpower, equipment, and funds requirements.
- Determined if the agencies are achieving planned fiscal objectives and if outputs correspond to recognized standards.
- Scrutinized budget alternatives that have been developed and rejected by the agencies.
- Prepared Executive Budget Recommendation for assigned agencies.
- Instituted significant fiscal policies in relation to accounting and budgeting.
- Assisted in supervising the preparation of Budget Recommendation.
- Prepared the Indirect Cost Proposal for the entire agency
- Managed an operating budget of \$3.4 billion in MAGIC (MS's Accountability System for Government Information and Collaboration)

ACCOUNTANT/AUDITOR I, PROFESSIONAL (INTERNAL AUDITOR)

2017 – 2018 |*Mississippi Department of Education | Jackson, MS*

- Reported evaluation results, including deficiencies and recommendations, to department management
- Served as the liaison between external audit and oversight entities such as the Office of the State Auditor
- Reviewed the single audit report of each public school district, community college, and university receiving federal funding from the MS Department of Education to ensure corrective action on audit deficiencies of federal programs is appropriate and timely
- Worked closely with the business manager of school districts that have a cash management finding to determine if they violate the Education Department General Administrative Regulations (EDGAR)
- Maintained the Bureau of Internal Audit's database for the school districts, community colleges, and universities according to their single audit report review
- Established and maintains a risk assessment database for federal funding according to the school district's expenditures
- Established and maintains an accreditation database to determine what violations have been submitted to Accreditation and the violations that have been cleared through the Bureau of Internal Audit
- Assisted with audits conducted by external auditors such as the Office of State Auditor and CliftonLarsonAllen, LLP.

CAPUS (CARE AND PREVENTION IN THE UNITED STATES) MANAGER

2016 – 2016 |*Advance Community Health | Raleigh, NC*

- Facilitated programs focused on workforce development, youth and adult education, health outreach, and financial asset development for low-income and economically disadvantaged communities
- Provided technical assistance and training to community agencies, service sites, state agencies, and the public on health disparities, workforce development, financial asset development, capacity building, and economic development

- Cultivated service sites in the development and implementation of annual goals and objectives
- Managed, reviewed, and evaluated project intake, operations, compliance, and guidance of CAPUS, including on-site monitoring, site staff training, and development, and reporting (local, state, and federal)
- Coordinated and participated in outreach efforts/activities for the CAPUS program.

GRANTS MANAGER

2011– 2016 | *My Brother's Keeper, Inc.* | *Ridgeland, MS*

- Provided pre-and post-award financial and administrative support to the grants/agreements process, including review and recommendation for approval of expenditures
- Evaluated requests for progress payments; monitors recipient's compliance with grant/agreement terms and conditions
- Assisted Regional Project Officers in monitoring grantees' progress of work by regular contacts with the recipient and the Agency's Principal Investigator and supervised payment on invoices and reimbursements after analyzing the cost to ensure allowability and that payment is commensurate with the effort expended
- Brought in \$50,000 in grant funding for the organization's food pantry for underserved populations within my first six months
- Assisted in creating and managing a \$1.5 million annual operating budget and maintained detailed financial reports associated with grant management.

EDUCATION

Master of Professional Accountancy- December 2021
Jackson State University- Jackson, MS

Bachelor of Business Administration in Accounting – April 2012
Jackson State University- Jackson, MS

PROFESSIONAL SKILLS AND CERTIFICATIONS

- Strong communication, leadership, and organizational capabilities
- Strong training and development abilities
- Strong time management skills and ability to prioritize
- Strong analytical, problem-solving and organizational skills
- Experience in grant writing and program development
- Experience with management/project supervision
- Experience with MAGIC (MS's Accountability System for Government Information and Collaboration)
- Experience with GAAP and preparing financial statements
- Experience with preparing the Indirect Cost Plan/Proposal for a state agency and not for profits.
- Experience with budget development and monitoring, making sure all parties (awardee and sub-awardees) comply with the guidelines and regulations of each funding source
- Experience conducting internal audits
- Experience with external audits
- Experience with the tableau software
- Experience with accounts payable and accounts receivable processes

- Experience with planning and implementing community organizing activities, including project planning, meeting facilitation, and developing plans of sustainability
- Experience with QuickBooks (Desktop and Online)
- Experience with Mississippi movie rebate
- Experience with TiM (film production onboarding)
- Experience with Showbiz (payroll) Media Services
- Experience with MediaWeb
- Experience with Cashet
- Expert ability to work effectively and sensitively with teenagers, young adults, adults, senior citizens, and populations of various socio-cultural backgrounds
- Expert ability to work effectively and sensitively with rural, economically disadvantaged communities, and individuals impacted by socioeconomic factors
- Proficient with Microsoft Word, Excel, Access, Publisher, PowerPoint, and Outlook
- Mental Health First Aid Instructor (Adult and Youth) 2020
- Credited Films:
 - A Day to Die (2021)- Accounting Assistant
 - Paradise Highway (2021)- Production Assistant Accountant