

## *Xiaoyan (Jessica) Kong, CPA*

### *Education*

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Gonzaga University Master of Accountancy	May 2009
University of Hawai'i, Mānoa Master of Science, Travel Industry Management	May 2003
Nanjing Normal University, China Bachelor of Arts., Tourism and Hospitality Management	July 1999

### *Selected Industrial Experiences*

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- Financial Analyst / Accountant, Itron Inc.** 2016-Present
- Direct support to Accounting Manager of North America controllership group to ensure proper accounting practices and procedures;
  - Participating in month-end closing process to make proper adjustments and accruals, and assisting in budgeting at year-end;
  - Updating inter-company loan schedules and prepare journal entries for interests and accruals;
  - Analyzing and validating cash-flow reports from accounts payable, accounts receivable, and purchase orders to assist cash-flow forecast;
  - Developing Segregation of Duties framework for Treasury team, based on department policy and auditors' recommendations; Monitoring operations to adhere to Internal Controls
- Accountant, Anderson Peretti & Co, CPAs** 2013-2016
- Three consecutive years of auditing experiences for a \$50 million utility company under the lead partner, including updating audit programs, examining ledger and budget variances, analyzing internal control procedures, sampling and testing for data, and meeting with client on site;
  - Financial statement compilations and preparation: gather information to support account balances; review financial data for obvious errors; draft financial statement reports and notes;
  - Tax returns preparation and research: inquiry of tax related information and prepare federal forms 1120S, 1065 and 1040; provide state and local returns service including sales tax, admission tax and personal property tax filing for various clients.
  - Assisting in payroll preparation
- Contractor, Parks & Associates** 2010
- Accounts payable: set up invoices for payment; processed checks; monitored accounts to ensure payments to be up to date; and resolved bill discrepancies
  - Bank reconciliation: prepared weekly bank reconciliation for all accounts to the general ledger; researched discrepancies, and prepared adjusting entries
- Tax Intern, Moss Adams** 2009
- Preparing high net worth individual tax returns in the busy season, including return of S-corporations, Partnerships, and farms and rental properties;

## *Teaching and Training Experiences*

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- Adjunct Accounting Lecturer, Eastern Washington University** 2018
- Teaching Intermediate Accounting II & III courses to traditional and non-traditional students with in-class lectures and online educational resources;
  - Connecting students with Beta-Alfa-Psi and accounting firms for professional opportunities
- On-site Trainer, Itron Inc.** 2016-2017
- Preparing documentation and delivering training to new-hires including Oracle Cash and Accounting Modules, IT2 Treasury software and Bloomberg FX trading rates.
  - Offering lectures and organizing group discussions on “First Steps in Treasury” series based on the ACT Learning Academy, the official study center of the Association of Corporate Treasurers, UK.
- English Teacher, E-Home International School** 2013-2016
- Providing weekly distance-teaching of English to students in China from age 8 to 15 with customized instruction approaches, integrating conversation, reading, writing and listening.
  - Courses taught:  
All-skills English Program with Pearson’s Side by Side textbook;  
English Corner & English Grammar
- Graduate Assistant, Gonzaga University** 2008
- Facilitating Professor Ta-Tao Chuang in teaching the course of Information Systems
  - Assisting in grading homework and exams; Monitoring tests and coordinating students
  - Compiling data for Professor Chuang’s research
- Training Officer, Holiday Inn Central Plaza Beijing, China** 2003-2004
- Providing training classes to more than 300 hotel employees, including Hotel English, new employee orientations, and First Aid class;
  - Organizing employee activities and supporting the general work-flows for the Human Resources department
- Instructor, Sanjiang University, Nanjing, China** 1999-2001
- Providing class instructions to 113 Junior and Senior students;
  - Coordinating on students’ internship and job searching;
  - Participating in meetings required by the department and University
  - Courses taught:  
Tourism English & Hospitality English

## *Selected Honors & Activities*

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- Outstanding Achievement Award, Itron Inc. 2016
- Program Assistant, STARTALK Chinese program, Gonzaga University 2013
- International Student Scholarship, Gonzaga University 2006-2008
- Case-writing for Asian-Pacific Economic Cooperation “Tourism Crisis Management” booklet, conducted by University of Hawai’i at Mānoa 2003
- Leadership Certificate, East West Center, Hawaii 2003
- Rapporteur for conference, “Hospitality Travels Toward New Technology”, conducted by University of Hawai’i at Mānoa 2003
- Fellowship winner, East-West Center, Hawaii 2001-2003