

Zilong (Monica) Lin

Lecturer in Accounting
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SUMMARY

- Multiple years of college level teaching experience in accounting
- Multiple years of progressive experience in financial accounting area, including accounts receivable, accounts payable, payroll, bank reconciliation, general ledger function, month end close, and financial statements.
- CPA Candidate (Passed CPA Exams in Three Sections – Auditing, Regulation, and Financial Accounting and Reporting).
- Solid knowledge of GAAP, FASB., and IAS.
- Proficient in MS office applications, very skillful with Excel.
- Experience with accounting system implementations.

WORK EXPERIENCE

09/2015 – present. Lecturer in Accounting; 01/2014 – 09/2015. Quarterly Faculty Member
Department of Accounting, Information Systems and Business Analytics
College of Business and Public Administration
Eastern Washington University (Cheney, WA)

- Courses: ACCT 251 Principles of Financial Accounting (Regular Quarters)
ACCT 252 Principles of Managerial Accounting (Summer Quarter)

11/2013 – present. Volunteer Bookkeeper.

KYRS Thin Air Community Radio Station (Spokane, WA.) A non-profit organization.

- Record and maintain financial records for the station
- Calculate federal payroll taxes
- Reconcile monthly statements and verify proper processing of donations made by checks, credit cards and PayPal.
- Prepare year-end W2 & W3, 1099 forms.

02/2013 – 05/2013. Senior Loan Accountant.

Sallie Mae (Reston, VA.) A leading financial service company specialized in education.

- Managed multiple Student Loan portfolios (about 20) including both CLASS and externally serviced loans. Maintained controls of loan assets.
- Prepared monthly general ledger account reconciliations for all portfolios; updated the PeopleSoft Tracker component and ensured timely follow-up and resolution to reconciliation variances.
- Reviewed and approved monthly third party servicing fee invoices in compliance with their servicing contract. Ensured that payments are executed promptly.
- Analyzed and interpreted large income adjustments related to the quarterly ED 799 billings.
- Reviewed and prepared payments for Consolidation Loan Rebate Fees in compliance with the Department of Education regulations.

07/2010 – 01/2012. Controller.

Quality Food Services (Germantown, MD.) A supermarket specialized in international grocery with three stores and up to 200 employees in DC area.

- Responsible for overall accounting department work. Set up accounting system, working procedure, reimbursement policy, petty cash account and usage policy.
- Set up accounts receivable procedure, cash and petty cash handling and working procedures, and document filing.
- Set up accounts payable procedure, such as weekly payment process, document keeping. Setup vendor files. Managed weekly check runs. Made sure payments were within credit term, no early payments, no past due penalty.
- Set up sales tax filing procedure. Made sure it is filed and paid accurately on time
- Managed cash flow, setup and prepared near future cash needs budget. Managed 9 checking accounts.
- Managed weekly payroll process (payroll was outsourced). Applied all related tax IDs from state and federal departments of taxation. Set up payroll general entry sheet. Made sure payroll process on time, and accurate.
- Represented the company in dealing with outside parties, such as governmental agencies, banks, vendors and employees. Worked with vendors to create payment plan for aging A/Ps. Built good relationship with bank and vendors.
- Reconciled all balance sheet accounts. Prepared month-end adjusting entries.
- Prepared monthly financial statements based on management's requirements
- Trained new accounting staffs (3 A/Ps, 2 A/Rs, 2 payroll coordinators and 1 general ledger).

09/2009 - 05/2010. Staff Accountant.

Electronic Consulting Services (Falls church, VA.) A mid-sized government contractor.

- Responsible for overall A/P related work, such as analyzing vendor invoices with purchase orders, recording and processing payments on a timely basis.
- Recorded subcontractor's costs, reconciled with subcontractor's invoices; checked travel expenses reports, made sure company's policy being followed and standard per diem rate being used; recorded other miscellaneous invoices.
- Contacted vendors; maintained vendor files; and maintained purchase orders.
- Deposited checks, and entered cash receipts. Reconciled payments with billing invoices. Updated cash flow file.
- Managed fixed assets files.
- Reconciled travel advance account and accrual expense accounts, made proper adjusting entries.

04/2008 - 09/2009. G/L Accountant.

Coleman Power Sports (Falls Church, VA.) A motorcycle retailer with two stores in VA.

- Reconciled balance sheet accounts including cash accounts and inter-company accounts, sub-ledger to general ledgers. Conducted variance analysis and made adjusting G/L entries.
- Helped with month-end close, prepared month-end standard entries, budget accrual entries and recurring entries.
- Helped in preparation of financial statements; researched on questions encountered.
- Calculated and filed sales tax return, furnished 1099 form, and calculated sales person commission.
- Prepared monthly industrial report (LEMCO).

- Other related work, including furnished form 1099s, reconciled monthly parts and accessories vendor statement with general ledger. Helped other temporary work assigned by controller.

03/2006 – 04/2008. Staff Accountant.

University of Northern Virginia (Manassas, VA). A private higher education institute.

- Managed all aspects of general accounting including accounts payables, accounts receivables, payroll, and fixed assets
- Prepared GL account reconciliations with variance analysis
- Reconciled all bank accounts
- Effectively managed over 1000 customer accounts
- Supervised and trained accounting staff

EDUCATIONAL BACKGROUND

- **Master of Accountancy. 2006**
University of Northern Virginia (Manassas, VA)
- **B.A. in Library Science. 1987.**
Northeast Normal University (Changchun, China)

COMPUTER SKILLS

- Proficient in Microsoft Access, Excel, Word, and PowerPoint.
- Experience with a variety of accounting software packages, such as Deltek GCS Premier, Light-speed, Peachtree Quantum, and QuickBooks.