

# AMY WACHI

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## ACCOUNTING MANAGEMENT PROFILE

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Dedicated performer with an extensive background of improving financial functions, developing policies and procedures, and establishing key financial controls across diverse industries. Able to resolve complex financial issues in a fast-paced, dynamic environment.

Track record of delivering strong and sustainable financial gains through cost reduction initiatives, cash flow improvements, and asset management. Solid general accounting, strategic planning, project management, and problem-solving skills.

### Financial and Management Competencies

- Corporate Accounting
  - Issue Resolution / Mitigation
  - Cost Analysis and Reduction
  - Statement Reconciliation
  - Profit and Revenue Optimization
  - Multicompany Financials
  - Regulatory Compliance
  - Training & Staff Development
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## PROFESSIONAL EXPERIENCE

AMBASSADORS INTERNATIONAL – Newport Beach, CA

### **Corporate Senior Accountant**, 2006 to 2007

Perform corporate-level accounting functions for a provider of travel and event management services for corporations, associations, and trade shows. Analyzed, reconciled, and closed corporate books, which are maintained separately from other divisions. Communicate errors to Divisional Controllers and develop teaching tools to help them treat transactions according to GAAP. Render accounting expertise to Divisional Accounting Departments. Train, supervise, and mentor Accounts Payable Clerk. Provide quarterly and annual audit support.

#### **Key Contributions:**

- Instituted processes allowing weekly reconciliation of intercompany accounts; ensured that Divisional Controllers provided financial statements in a timely manner for consolidation into the overall financial statements.
- Employed a strong technology orientation as evidenced by continuing education in Excel, assisting with company-wide implementation of Oracle, and training as a “super user” for Oracle.
- Awarded for assisting other divisions in implementing their close process.

NEWPORT ASSETS – Newport Beach, CA

### **Senior Accountant**, 2005 to 2006

Oversaw the day-to-day accounting functions, monthly cash flows, and financial reporting for 10 entities of a holding company established to manage the wealth of two individual founders of a home building corporation in Newport Beach. Each individual maintained private foundations, partnerships, and individual / corporate trusts. Worked in conjunction with Controller to ensure that all accounting functions were in line with GAAP and company policies / procedures. Partnered with Controller and in-house Tax Department to collect data for estate tax return. Helped Property Manager in assessing common area maintenance charges for tenants.

#### **Key Contributions:**

- Wrote policies and procedures manual incorporating standardized accounting practices for transactions.

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- Collaborated with brokerage houses to develop and institute improved investment reports.

CALIFORNIA COMMERCIAL REAL ESTATE SERVICES – Irvine, CA

**Accountant, 2004 to 2005**

Performed professional accounting functions for a property management firm. Coordinated and prepared cash- and accrual-based financial statements for 15 properties using MRI, PeopleSoft, and Oracle applications. Reconciled existing balances with prior management records. Ensured Property Managers were trained in basic accounting procedures. Prepared month-end journal entries, encompassing depreciation, amortization, and accrued expenses. Concurrently managed cash flow for a minimum of three properties.

**Key Contributions:**

- Liaised between accounting departments and property managers to ensure the efficient and successful acquisition of properties.
- Developed and implemented systems for new properties.

INTERNATIONAL FOSTER FAMILY AGENCY – Carson, CA

**Assistant to Controller, 1997 to 2000**

Assisted the corporate Controller in directing the accounting functions of a foster child placement agency. Areas of accountability included accounts payable, bank reconciliations, and payroll preparation for ADP. Helped maintain the organization's accounting principles, practices, and procedures. Analyzed, prepared, and posted journal entries for month-end closing.

**Key Contributions:**

- Converted books from a manual accounting system to QuickBooks Pro within three months of hire.
- Increased range of services provided by ADP to facilitate the reconciliation of payroll accounts and minimize legal exposure. Served as Plan Administrator for 401K.
- Participated in the development of an Access database to track foster child placement.
- Served as facilitator for the Accreditation Committee.

BEON TOP ENTERPRISES, LTD. – Vancouver, BC

**Accounting Manager, 1997**

Carried out full-scope responsibilities for the accounting functions for a provider of erosion control products in conjunction with GAAP and company guidelines / procedures. Performed accounts payable, accounts receivables, and bank reconciliations. Analyzed financial statements and foreign exchange rates.

**Key Contributions:**

- Analyzed existing manual accounting system and supervised the migration to the new Encore system during the first two months of employment.
- Proposed and instituted a centralized accounting system with financial controls capable of separating personal and corporate expenses.

I'SOT INC. – Canby, CA

**Accounting Manager, 1996**

Supervised the accounting functions of a religious outreach organization. Key areas of responsibility included reconciliation of accounts receivable, accounts payable, notes payable, payroll accounts, revenue accounts, and up to seven subsidiary bank accounts. Processed more than \$1 million annual from donations, tuition, and government receivables. Administered \$80,000 monthly in accounts payable. Prepared and reconciled a \$12,000 to \$35,000 bi-monthly payroll for 12 to 40 employees. Developed

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weekly cash flow reports for the Treasurer and Executive Director. Facilitated employee training and ongoing support related to software.

**Key Contributions:**

- Played a key role in converting the accounting system from a basic computerized, stand-alone cash system to a fully-networked, integrated accrual fund system.
- Recommended and implemented the adoption of fund accounting principles.
- Combined multiple bank accounts within the parent company and subsidiary departments, saving the organization more than \$2500 in bank charges and bookkeeping manpower annually.
- Suggested and instituted a centralized accounting system with necessary internal controls.
- Employed expertise in advising subsidiary departments on a variety of accounting issues.

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*Previously worked as Bookkeeper for Viking Drywall, Surry, BC, 1994 to 1995*

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**EDUCATIONAL BACKGROUND**

**Master of Business Administration**

**Bachelor of Science in Accountancy**

CALIFORNIA STATE UNIVERSITY – Long Beach, CA;

*Member, Beta Gamma Sigma Business Honor Society*