



Erin Monroe

Qualifications Summary

Senior accounting professional and Certified Public Accountant with over 25 years of experience in the private, and public sectors, including 10 years of experience in both executive management and workforce development. An effective manager skilled at building collaborative partnerships and facilitating groups.

Professional History

CFO Selections	Consultant	2020 - present
Workforce Snohomish	CEO/President	2014 - 2019
Workforce Snohomish	CFO	2009 - 2014
PEMCO Insurance	Internal Auditor	2007 - 2009
City of Edmonds	Accountant	2005 - 2007
WA State Auditor's Office	Assistant Audit Manager / Assistant Auditor	2002 - 2005

Accomplishments

- Oversaw a team of 30 staff charged with obtaining and administering \$10M in grants to ensure compliance and accurate reporting.
- Led an organization by demonstrating the highest standards of business ethics, integrity, and regulatory compliance, and reported the operational activities to the Board.
- Prepared accurate and timely financial statements, budgets, projections, and grant fiscal reports.
- Responsible for all fund development, including federal and private grants.
- Ensured grants complied with the federal and state fiscal regulations, and grant requirements.
- Prepared 990 and 1120 tax returns, and the annual indirect cost rate.
- Developed and implemented all financial internal control policies and procedures.
- Responsible for all general and property accounting and compliance.
- Reviewed, documented, and recommended efficient internal controls processes and procedures.
- Prepared financial statements, annual budget, and management reports in compliance with federal, state, and local regulations.
- Conducted financial, governance, and internal audits throughout company departments and subsidiaries.

Licenses / Education

- Certified Public Accountant – state of Washington
- Master of Professional Accountancy, Central Washington University
- Bachelor of Science - Business Administration and Accounting, University of Phoenix