



Douglas Phonsavanh

Qualifications Summary

Financial Management/Analysis, Internal Controls, Audit, GAAP Interpretation/Application, Budgeting/Forecasting, Federal Grants & Contracts, Over 20 Years' Experience

Core Expertise

Full Charge Bookkeeper • Closing & Preparation of Financial Statements • Excise Taxes • Payroll, Including Quarterly & Annual Filings • Accounting Software Installation & Maintenance • Office Management • Job Costing • Policies & Procedures Design • Non-Profit Accounting

Professional History

ASP	Consultant	2015 – Present
Eton School Foundation	Chief Business Officer	2011 – 2015
Administrative & Computing Services	Principal/Owner	2005 – 2010
Ajilon Finance	Finance Consultant	2008 – 2008
Nonprofit Assistance Center	Fiscal Manager	2003 – 2005
Robert Half	Finance Consultant	2003 – 2003
American Heart Association	VP – Finance	2000 – 2002

Education

- BS Economics & Accounting, Universite Paul Cezanne Aix-Marseille III, France
- Training in: Risk Management, Split Interest Accounting, Governmental Accounting, Sexual Harassment Prevention, Workplace & Domestic Violence Prevention

Software

Microsoft Office Professional • Solomon • QuickBooks Pro & Premier • Peachtree FRx Software • MIP Accounting Software