



Tai Mamea

Qualifications Summary

Dedicated professional with proven business development acumen and extensive financial leadership experience in diverse industries. Adept at strategic planning and analysis, cash forecasting, and audits. Innovates to translate business needs into results-oriented operational processes.

Core Expertise

Budget Development & Management • Forecasting • Financial Reporting • Capital Budgets • General Ledger • Payroll • Credit & Collections • Bookkeeping • Audits • Taxation • Donor Records • Internal Controls • Strategic Planning • Banking Compliance • Grant Fund Management • Accounting System Implementation • Non-Profit Financials • Business Development

Professional History

ASP	Consultant	2015 – Current
HTCC	Finance Manager	2001 – Present
Harbor Covenant Church	Bookkeeper	2010 – Present
Kitsap Literacy Council	Bookkeeper/Accounting	2011 – Present
Love Inc. of Pierce County	Accountant	2009 – Present
Hosanna Christian School	Bookkeeper	2012 – 2014
Mason United Methodist	Finance Manager	2011 – 2014
Northwest Leadership Foundation	Finance Manager	2010
The Nonprofit Center	Financial Service Associate	2007 – 2008

Accomplishments

- At HTCC, oversaw all financial functions of the organization and supervised various departments. Prepared financial documents for Board of Directors review as well as other outside financial institutions as required.
- At Kitsap Literacy Council, managed grant funding and allocations as well as all quarterly and year-end tax preparation.
- At Mason United Methodist, oversaw all financial functions of the organization including accounting, budgeting, tax, and payroll.
- Extensive experience with non-profit bookkeeping, accounting and grant administration and compliance.

Education / Licenses

- Masters in Accounting - Taxation, Golden Gate University
- Bachelor of Arts, American Ethnic Studies, University of Washington

Software

QuickBooks Pro