



## **Andrea Kristof**

### **Qualifications Summary**

Andrea has over 25 years of experience in financial management and demonstrated strengths for developing and sustaining effective relationships. She is a results-oriented, hands-on executive who develops, implements, and manages all aspects of the financial control, reporting, and administrative processes. Andrea is a respected leader with strong communication, management, and interpersonal skills who is recognized for honesty, integrity, and an excellent work ethic.

### **Professional History**

CFO Selections	Consultant	2021 – Present
Mercer Island Law Offices	Finance Director (part time)	1995 – 2023
International Living Future Institute	Chief Financial Officer	2018 – 2021
King & Oliason, PLLC	Tax Manager	2008 – 2018
Cascade Land Conservancy (Forterra)	Controller	2006 – 2008
CPA Consulting, Inc.	Tax Accountant	2002 – 2006

### **Accomplishments**

- Provided complex financial and tax planning, organization, and consulting to multiple corporate and nonprofit clients.
- Provided budgetary and fiscal guidance in collaboration with executive leadership team members, resulting in improved revenue growth.
- Prepared for numerous audits and assisted with reviews and compilations for CPA clients.
- Well versed in management and reporting of restricted grant funds.
- Supervised the transition and implementation of new financial system software and processes to improve collaboration between development and finance teams and create a more robust restricted fund tracking process.
- Implemented and managed the oversight of retirement plans to improve employee benefit offerings, assist with employee retention, streamline investment options, and facilitate the annual reporting process.
- Materially improved reporting and budgeting processes by giving directors more clarity on their financial revenue targets and expense constraints, while also providing management with better program financial decision-making information.

### **Licenses / Education**

- Master of Business Administration, Seattle University
- Bachelor of Science – International Affairs, University of Puget Sound
- Certified Public Accountant, Washington State