



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

Mercer Island Law Offices	Finance Director (part time)	1995 – Present
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