



ALLISON T SATTERFIELD

FINANCE VOLUNTEER

CONTACTS

📍 765 Hayhurst Lane
Southfield, MI 48075

📞 (248) 744-2374

✉️ allison@pqmail.com

🌐 allison.com

OBJECTIVE

Looking for Finance Volunteer position within your company on a full-time basis and also help the company with my experience.

EXPERIENCE

Finance Volunteer | 2016 - Present

Charles Schwab

- Coordinated financial meetings regularly and frequently.
- Oversaw the organization's financial budgeting and administrative processes, including staff compensation, bill payments, and account management.
- Oversaw budgeting, financial forecasting, and cash flow for administration, programs, and proposed new projects.
- Assisted the Finance & Monitoring Supervisor with various tasks, including quarterly preparations.
- Assisted in preparation of bank and other types of reconciliations.

Finance Volunteer | 2014 - 2016

OneMain Financial Group LLC

- Coordinated and led the annual audit process, liaised with external auditors and the finance committee of the board of directors, and assessed any changes necessary.
- Updated and implemented all necessary business policies and accounting practices, improved the overall finance policy and procedure manual.
- Prepared, analyzed, and presented monthly and annual financial reports in an accurate and timely manner.
- Assisted with reconciling outstanding invoices and implementing an effective strategy to deal with overdue accounts, ensuring payment from donors.