**Julie M. Moran**

**1054 Phoenix Avenue ▪ Schenectady, NY ▪ 12308 ▪** [**Jmmoran@nycap.rr.com**](mailto:Jmmoran@nycap.rr.com) **▪ (518) 281-5882**

**Accounting/Auditing/Financial Analyst Business Professional**

***Government ▪* *Non-Profit ▪ Corporate***

***Accounting, Auditing, Financial / Budget Analyst and Business Management Professional***  combining cross-functional competencies in all phases of accounting, information systems and general business management. Proficient in implementing, managing and developing financial reports and controls with experience using wide range of information systems and technologies. Independent worker with ability to contribute as a team player and interface with professionals on all levels. Expertise includes:

* GAAP Accounting
* Payroll Administration
* Asset Management Systems
* Budgets and Cost Controls
* Strategic Business Planning
* Inventory Control / Purchasing
* Financial Reporting
* Ratio, Variance Analysis
* Pro-forma Financial Models
* Risk Assessment, Audits, Reviews
* Operating and Database Systems
* Grant and Professional, Technical Writing
* Marketing Communications, Public / Media Relations

**Professional Experience**

Hudson Valley Hikers, New York, NY 12/2008 - present

***Organizer***

* Manager of Social Network Activities: Create on-line activities, including trip data, maps, images and plans; informational links; event calendar and email communication.
* On-Line Business Project Leader: Creating social networking marketing / advertising business model and dynamic / linked web content for new not-for-profit on-line business.
* Hike Leader: Provide equipment and guidance for long-range mountain hikes.

New York State Office Of Victim Services, Albany, NY 8/2005 - 11/2009

***Senior Auditor***

* Authorized $10 million Annual Grant Investments: Local governments, not-for-profits.
* Manage Grant / Contract Cycle: RFP review, contract renewal / vendor assessment, budget review, cost analysis, payment authorization, financial statement analysis, audit investigation / risk assessment.
* Analyze Grantee Service Provider Budgets, Expenditures: Optimize support, grant leverage for victim advocacy programs; analysis of variable, fixed costs, outlier data, program gaps and appropriate staff roles.
* Created New Field Training Program: Assist grantee fiscal personnel to complete required reports, resolve operational and fiscal questions / conflicts.
* Initiated, Performed Risk Assessments, Field Audits: Targeting grantee contractors facing accounting, financial difficulties or random selection. Created attestation questions and audit routines; manage group efforts using TeamMate audit software; used Comptroller Auditor Control Language to search databases, create reports of outlier financial activity; conducting pre- / post-audit meetings; draft, final audit reports to GAAP / GAAS / GAGAS / Yellow Book guidelines, federal and state law.
* Design, Implement Databases: Internal and external business process and reporting.

Hometown Health Centers, Inc., Schenectady, NY 7/2003 - 12/2006

***Grant Writer, Program / Budget Analyst***

* Conceive Healthcare Service, Infrastructure Programs: Initiatives responding to funding opportunities ... mission, goals, objectives; business models, budgets, facilities, staffing, project schedules, IT needs; marketing and communications. Define organization, develop communication links to stakeholders, media.

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***Resume, Page Two***

* Evaluated / Prepared Critical Grant Opportunities / Applications: Writing narratives, budgets, graphics and completing appropriate forms; technical editing of clinical staff content.
* Spearhead Teambuilding, Inter-Disciplinary / Multi-Organizational Community Groups: Coordinating service delivery, create and implement delivery systems; integrate registration, facilitated heath insurance enrollment, patient data input / maintenance; facilitate key provider, inter-community linkages, medical services, social services, pharmaceutical services.
* Grant / Contract Post-Award Functions: Continuations, extensions, supplemental / carryover requests, administrative actions. Monitor progress reports, financial status reports, annual audits, grant closeouts.

ALT Ideas, Ltd., Schenectady, NY 8/1994 - 12/2006

***Business Consultant***

* Consultant To Business Owners: Performed Pro-forma financial projections and ratio analyses for new retail operations identifying process efficiencies, areas of risk, and business improvement opportunities; develop financing and grant-based funding plans.
* Design Service, Marketing Programs: Sales materials, restaurant / retail sales floor / service ergonomics, new product development.
* Write, Edit, Maintain Web Content: On-line business solutions, created using Dreamweaver / Fireworks / Flash, FrontPage, HomeSite, Quicktime, Javascript / ActionScript, CSS, Ajax / Spry, PHP.

Urbach Kahn & Werlin CPAs, Albany, NY 8/1999 - 12/2002

***Account Manager, Corporate Accounting Solutions***

* Perform Business Process Analysis, Web-based Accounting Information System Implementation: Efficiency, work flow improvement for improved data management, internal controls and risk mitigation; comprehensive, insightful reports for improved efficiency, greater cost control, profits for small- and medium-sized businesses.
* Optimizing client / server hardware, data access / warehousing needs; service, training programs.

Dynabil Industries, Inc., Coxsackie, NY 12/1996 - 12/1998

***Staff Accountant***

* Perform Wide Range of GAAP-Based Accounting Roles: G/L, AP, AR, monthly closings, bank recs. receivables, payables, purchasing and payroll management, period end adjustments, tax filings, asset management (JD Edwards), cash forecasts, revenue estimates.
* Integrated Accounting, Purchasing, MIS departments. Purchase-order system with payables; managed and trained accounts payable team; part if successful changeover to a P.C. / network-based accounting system.

Brown & Moran Brewing Company, Inc., Troy, NY 1/1990 - 8/1994

***Founder/Controller/Marketing Manager***

* ***Created this successful (still in operation) $3.0M, 70-employee brewery-restaurant from an MBA class project***
* Performed All GM Functions: Market research; menu creation; controller, cost management; POS design / management, payroll and taxes; purchasing / inventory management; merchandising and sales promotion; public / media relations / event management; advertising design / media investment program; recruiting / selection / training; floor, kitchen supervision.

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***Resume, Page Three***

**Education**

* University at Albany, 1400 Washington Avenue, Albany, NY, 06/1998 - 08/1999: MASTERS OF SCIENCE – ACCOUNTING, INFORMATION TECHNOLOGY (GPA: 3.44/4.0)
* Union College, Union Avenue, Schenectady, NY, 06/1991 - 06/1996 (University of Pittsburgh, 12/1986 - 12/1988): MASTERS OF BUSINESS ADMINISTRATION – ACCOUNTING (GPA: 3.5/4.0)
* West Virginia University, Morgantown, WV, 08/1979 - 12/1983: B.S. Science – JOURNALISM: PUBLIC RELATIONS / MARKETING COMMUNICATIONS (GPA: 3.47/4.0)

**Computer Skills**

*Spreadsheet*: Lotus 123, MS Excel

*Accounting Systems*: QuickBooks, FundEZ, Solomon, Great Plains, Navision, Cognos

*Project Management*: MS Project, ShurTrak Project,

*Documents*: WordPerfect, MS Word

*Statistics Analyst*: SAS, STORM/PERT Statistics

*Presentation Design*: PowerPoint, Lotus Freelance Graphics

*Project Flow Charting*: MS Visio

*Accounting Report Writers*: Crystal Reports, FRX, Cognos Finance

*Publication Design*: MS Publisher

*Web Developer*: Dreamweaver, Fireworks

*Vector Graphics*: Flash MX, Swish

*Database Administration*: SQL Server, MS Access, Lotus Approach