

# Daniel Hooten

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## WORK EXPERIENCE

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### **Trinity Property Consultants, LLC, Irvine, California**

*OPS Resolution Trainer, Nov 2018 - Feb 2022*

- Reviewed and approved journal entries monthly from properties financials to ensure accuracy and balance while keeping compliant with rules and regulations
- Provided detailed reports for investors assessing potential risks, as well as additional sources of revenue based on the accuracy and consistency of financials provided by external parties
- Verified evidence and accuracy of funds during the negotiation process for each property acquisition
- Resolved findings from ledger discrepancy's during account investigations to ensure accuracy through AME

### **Epic Wireless Group, LLC, Folsom, California**

*Staff Accountant, May 2018 - Nov 2018*

- Assist with Processing purchase orders, vender payments, maintenance requests and insurance as required
- Monitor Site Tracker requests to ensure payments are up to date
- Assist Accounts Receivable, Accounts Payable: check, verify, upload and process invoices in QuickBooks
- Maintain various project tracking and cost spreadsheets used in the department

### **California Department of Aging, Sacramento, California**

*Auditor, Nov 2017 - Apr 2018*

- Gathered, analyzed and resolved findings from audits, account investigations to ensure accurate reconciliations with regard to applicable laws, regulations, policies and procedures
- Analyze internal controls; prepare working papers in accordance with audit branch standards including but not limited to all working papers, management letters, and notice of audit determination
- Conduct post audit analysis and reconciliation of Single audit reports to the program expenditures, audited financial statements and communicate the results to the auditees
- Analyze reports to validate audit evidence and evaluate internal controls; compare grantees expenses with claimed expenses reported on the closeouts, verify grantees are in compliance with laws, regulations and contract requirements
- Ensure correct reporting of grant expenditure per schedule of expenditures of federal awards and determining whether findings of the SAR require issuance of a management letter

### **Air Resource Board, Sacramento, California**

*Accountant Trainee, Jan 2017 - Nov 2017*

- Organize confidential information, posted and adjusted funds in the payment portal
- Completed reconciliations and audits to verify the clients' accounts were balanced and accurate
- Performed Coding, posting and verified the funds were allocated appropriately

### **Vision Service Plan, Sacramento, California**

*Accounts Receivable Specialist, Nov 2014 - Dec 2016*

- Verified, Audited, posted funds received daily from clients
- Ran Macros to help complete the reconciliation process for each client
- resolved findings from discrepancy's, account investigations to ensure account accuracy
- Managed the collection's process for the outstanding accounts by consulting, analyzing and interpret client's accounts; recommending and implementing solutions for the delinquent accounts to meet regulations

## EDUCATION

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### **California State University Sacramento, Sacramento, California**

*Bachelor of Administration in Accounting, Finance, May 2014*