

# Olushola Ojo

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## WORK EXPERIENCE

### **Senior Accountant**

The Links Foundation, Incorporated - Washington, DC -

May 2017 to Present

Hired to manage all financial operations and accounting function of the Finance office. Supervise and maintain daily financial operations (cash receipts, cash disbursement, investment transactions, bank reconciliations, fixed asset accounts, payroll and accrual activities) of the Foundation. Financial liaison between the National office and Links Incorporated chapters, and manager of all chapter funds deposited with the Foundation. Conduct the financial audit of the Foundation in conjunction with the National Treasurer. Prepare all Foundation financial reports for the National Treasurer for all board meetings and financial inquiries. Other key duties includes:

- Managing the accounts payable process and maintaining vendor relationships.
- Monitoring grants received and reporting grant requirements as stipulated by grant agreement.
- Work with the Development office to issue tax acknowledgement and tax letters for donations over \$250.
- Maintaining the investment schedule to analyze investment portfolio transactions and monthly recording of all portfolio transactions related to the acquisition and sale of bonds, stock and other equity instruments, changes in unrealized gains/losses and realized gains/losses. Report investment portfolio values to Executive board members of the organization.
- Updating the Foundation's financial manual as needed and communicating Foundation policies to chapter treasurers, members of the Links Foundation and current and prospective donors.
- Documenting Finance procedures and accounting processes to maintain good internal control using the COSO framework.
- Manage all credit card and echeck sales received through payment processing online center. Validate sales transaction are successful. Contact customers for failed transactions and process refunds to customer after investigating payment issues.

### **Fiscal Manager**

City of Cleveland - Cleveland, OH -

August 2016 to May 2017

Promoted to assist in various City financial projects. Financial projects highlights included:

- Project team member to manage \$50 million grant award from the Department of Justice for the 2016 Republican National Convention. Role included:
  - o Documenting the internal control process to manage the grant.
  - o Coordinating with Safety Department to develop budget for various expenditure related to procurement and personnel needs.
  - o Meet with internal and external stake holders to develop process to track safety personnel work hours and developing supporting documentation to track hours.

- o Meet with DOJ auditors to discuss audit guidelines, timeline and audit plan.
- o Manage and organize all audit documentation.
- o Calculate payroll expense for reimbursement.
- Project lead to implement budget software for the Department of Public Utilities. Role included:
  - o Meet and discuss with internal stakeholders on software compatibility with current business process and implement business processes with budget software.
  - o Develop end users training material.
  - o Perform software functionality test to ensure system performance functions as intended

## **Deputy Budget Administrator**

City of Cleveland - Office of Budget and Management (OBM) - Cleveland, OH -

August 2015 to August 2016

Promoted to manage the City's yearly budget development in excess of \$1.6 billion. Project manage various financial report analysis for the Finance Director. Manage day to day budget office operations delegated by the Budget Administrator and act as primary back up to the Budget Administrator. Role highlights included:

- Preparing payroll and benefit data analysis for Finance Director used in arbitration cases for labor negotiations.
- Performing debt analysis to provide sinking fund projections for major capital project improvements to City facilities.
- Managing the City's self-insurance program in conjunction with the City's Assistant Finance Director by providing financial analysis, reviewing weekly claims and projecting cash flow needs for funds solvency. Meet regularly with healthcare consultants to discuss and implement strategies to decrease employees' health insurance expenses, projecting cash flow needs to pay claims, creating employee health plan packages, and studying actuarial projections for health services provided but not paid (IBNR).
- Project manage upgrading the City's budget software system. Maintained and updated all data tables in budget software, trained end users and documented procedures for yearly citywide budget input and projection analysis.
- Interviewing and recommending new hires to Budget Administrator and Finance Director. Training new budget staff members on office policies and procedures.

## **Budget Analyst**

City of Cleveland -

October 2011 to July 2015

Promoted to oversee that annually appropriated budget for the Department of Public Safety. Budget liaison between the Finance Office and Department of Public Safety. Prepare monthly revenue and expense projection analysis, with variance explanations reported to Finance Director and Public Safety divisions. Completed assigned projects as directed by Budget Administrator and Finance Director. Role highlights included:

- Analyzing overtime trends expenditure within the Department of Public Safety and providing bi-weekly report on overtime cost driver within the department.
- Updating data tables in the budget software system to perform yearly budget input from City divisions and perform budget projections

- Created headcount excel template utilized by the budget office to report to Finance Director on citywide vacancies and personnel retention in all City divisions.
- Performing what if scenarios projection options on various mechanism to fund the construction of the 3rd district police station.

### **Accounting Intern (Paid Full Time)**

City of Cleveland - Cleveland, OH -

June 2010 to October 2011

Initially hired in the Division of Water accounts payable section to research and record vendor invoices in the City's Financial ERP system. Assigned to perform customer billing account reconciliations for the Division of Water. Also interned for the City's Internal Audit division performing assigned audit duties. Major internship highlights included:

- Performing physical inventory counts in various city facilities.
- Auditing vendor contracts for compliance with City regulations as established by the Office of Equal opportunity.
- Reconciling back log customer water bills accurately and timely.

### **Accounting Clerk**

Jimmy Burns - Certified Public Accountant - Cleveland, OH -

October 2008 to December 2009

Assisted with client's financial statements using Quick-books accounting software. Reconciled clients' monthly bank statements for balance per bank and balance per books. Prepared journal entries for all cash receipts and cash disbursement in accounting software. Prepared client's trial balance adjusting entries for end of the month financial statements. Provided financial statements to clients based on monthly and quarterly reports.

### **Full Time Permanent Substitute Teacher**

East Cleveland Board of Education - East Cleveland, OH -

August 2007 to June 2009

Instructed students in grades 9 to 12 in the subject area of Physical and Health Science. Developed daily lesson plans in accordance with the State of Ohio Graduation Testing requirements. Designed and implemented technological approach to enhance knowledge of subject matter to students. Graded and provided feedback to students on assigned classroom and homework assignments. Developed hands on experiment and activities to further students' knowledge on a subject matter. Prepared students progress reports for parents/guardian and administrators review. Maintained students report in accordance with state and school district regulations.

### **Substitute Teacher**

East Cleveland Board of Education - East Cleveland, OH -

August 2007 to June 2009

Instructed students on lesson plan outlined by absent teacher. Maintained classroom rules and procedures as requested by school administrators. Followed instructions left by absent teacher.

## EDUCATION

### **Master's in Accounting**

Cleveland State University - Cleveland, OH

2008 to 2011

### **Bachelor's in Political Science**

Univeristy of Cincinnati - Cincinnati, OH

2002 to 2006

## SKILLS

CGI Performance Budgeting and Advantage Financial (7 years), Peachtree Accounting (1 year), SAP Business Objects (6 years), ADP (4 years), Quickbooks (2 years), Microsoft Office - Excel, Access, Word, PowerPoint and Outlook (10+ years), Abila MIP accounting Software (1 year), General Ledger, CPA, Reconciliation, Gaap

## CERTIFICATIONS/LICENSES

### **Certified Public Accountant - State of Ohio**

January 2018 to December 2020

License #: CPA.52840

License Status: Active