

# Christopher Tate

## **Finance/Accounting Subject Matter Expert**

Evans, GA 30809

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7068322781

Budget Manager with a decade of Finance/Accounting experience. Proven high-performer in fast-paced, deadline driven environments. Great with people and numbers. Excellent written and verbal communicator with the ability to lead, coach and motivate others.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Fiscal Budget Manager**

CSRA REGIONAL COMMISSION - Augusta, GA

August 2018 to Present

Manage budget for Area Agency on Aging (AAA) program, contracting with approximately thirty (30) subcontractors who provide an assortment of services to the 60 and over population in the Central Savannah River Area (CSRA), including nutrition, adult day care, recreation, Alzheimers care and others.

- Consistently maintain and keep expenses within \$4.7M budget while directing program reimbursements
- Implemented cost-savings initiative that will cut nutrition provider waste by 58%, reducing county government costs by \$60k, annually
- Oversee budget allocations, Accounts Payable/Receivable activity and fund balances to ensure accuracy in revenue and expense recording
- Provide direction and make recommendations to Executive leadership for maximization of government fund usage
- Perform monthly reconciliation of Small Business Administration (SBA) accounts, housing approximately \$1.6M
- Conduct on-site fiscal audits of subcontractors to assess risk and ensure Federal and State compliance

### **Accountant & Auditor**

OFFICE OF THE CHAPTER - Augusta, GA

October 2012 to August 2018

Auditor and lone staff accountant for regional bankruptcy office, administering over 10k cases in and around the Augusta, GA area.

- Administered 7,500 case audits by analyzing and interpreting legal documents to ensure compliance with government bankruptcy regulations
- Facilitated transfers of intercompany funds in excess of \$250M for disbursement to creditors

- Managed multiple company Treasury accounts
- Managed bookkeeping duties, including reconciliation of Trustee bank accounts and general ledger
- Oversaw collection efforts for over-disbursements to creditors
- Created and delivered training for newly-hired employees

### **Project Accountant**

The Shaw Group Inc - Aiken, SC

August 2010 to October 2012

Accounts Payable Lead for multi-billion dollar federal Mixed-Oxide (MOX) project, operated by Department of Energy (DOE).

- Administered over \$1B in payments to foreign and domestic subcontractors in two-year span
- Led peer-review effort that reduced invoice errors by 70% and consistently exceeded billing forecasts by 10% - 15%
- Spearheaded payment process that increased efficiencies and reduced subcontractor wait time by 80% of contract terms
- Collaborated with executive leadership, vendors and subcontract administrators to ensure timely DOE billing and payment delivery
- Performed bi-weekly account reconciliation and prepared month-end general ledger reports to record revenue and expenditures
- Supervised employee workflow and trained newly-hired employees
- Performed intercompany audits to ensure adherence to company policies

## Education

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### **Master of Science in Business Administration**

Augusta State University - Augusta, GA

December 2009

### **Bachelor of Science in Mathematics**

North Greenville University Tigerville - Tigerville, SC

December 2007

## Skills

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- Account Reconciliation Auditing Billing Bookkeeping Budget Management Client Relations Communication Compliance/Regulations Financial Analysis Fiscal Reporting Forecasting GAAP Grant Funding Leadership Manufacturing Non-Profit Organizations Process Improvement Risk Analysis Strategic Planning Treasury Management
- Accufund
- Costpoint
- Google Suite
- Microsoft Excel (macros, pivot tables, etc.)
- Passport
- QuickBooks
- SharePoint
- General Ledger Accounting

- Bank Reconciliation
- General Ledger Reconciliation
- Accounts Payable
- Journal Entries
- Internal Audits
- Accounts Receivable
- Business Analysis
- Financial Statement Preparation
- Account Reconciliation
- Accounting
- Financial Analysis
- GAAP

## Assessments

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### **Project Timeline Management — Expert**

November 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8be1a1fc18c4b78d52e4f001ddfb688aeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8be1a1fc18c4b78d52e4f001ddfb688aeed53dc074545cb7)

### **Basic Spreadsheets with Microsoft Excel — Expert**

September 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: <https://share.indeedassessments.com/attempts/ca17899c1981d323229deb085c0ff1b3eed53dc074545cb7>

### **Problem Solving — Proficient**

November 2019

Analyzing relevant information when solving problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/da67d53bd63a66ea179153eda75c4e25eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/da67d53bd63a66ea179153eda75c4e25eed53dc074545cb7)

### **Business Math — Expert**

January 2020

Using basic math to solve problems in a business context.

Full results: <https://share.indeedassessments.com/attempts/9177d4849aa10263feef9e387264d89feed53dc074545cb7>

### **Project Management Skills: Budgeting — Highly Proficient**

February 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/1ce5f8603f4bdb99939f0fdd978b3427eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1ce5f8603f4bdb99939f0fdd978b3427eed53dc074545cb7)

### **Intermediate Spreadsheet Proficiency with Microsoft Excel — Expert**

September 2019

Measures a candidate's knowledge of intermediate Microsoft Excel techniques including effectively writing and applying conditional formulas.

Full results: <https://share.indeedassessments.com/attempts/d32aa4e55a520dcaa9497cc0947fbc9feed53dc074545cb7>

### **Data Entry Clerk — Highly Proficient**

February 2020

Maintaining data integrity by detecting errors.

Full results: <https://share.indeedassessments.com/attempts/6acc695d9d9f531a4a636ba1d3712f03eed53dc074545cb7>

### **Supervisory Skills: Interpersonal Skills — Highly Proficient**

February 2020

Fostering a collaborative environment and conducting difficult conversations.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/655ec3c94a47fcb28f9b59bc7a907d9a](https://share.indeedassessments.com/share_to_profile/655ec3c94a47fcb28f9b59bc7a907d9a)

### **Verbal Communication — Expert**

February 2020

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5f570cb22e4e5328d58709616067248aead53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5f570cb22e4e5328d58709616067248aead53dc074545cb7)

### **Work Style: Conscientiousness — Expert**

March 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: <https://share.indeedassessments.com/attempts/e4164ba4fb2255ff9f4e8b77af32f02b>

### **Typing — Highly Proficient**

January 2020

Transcribing text using a standard keyboard.

Full results: <https://share.indeedassessments.com/attempts/309e6af8bcb8230c793f9a84e1f27505eed53dc074545cb7>

### **Spreadsheets with Microsoft Excel — Highly Proficient**

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/81bf767dbaae6f166e69cf76c6773db7eed53dc074545cb7>

### **Work Motivation — Highly Proficient**

April 2020

Level of motivation and discipline applied toward work

Full results: <https://share.indeedassessments.com/attempts/19d0fa7ce6b9ce9b710dafc4c20779dfeed53dc074545cb7>

## **Filing & Organization — Expert**

February 2020

Arranging and managing information or materials using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/ad597b28dbcd52cac0b99e246854b763eed53dc074545cb7>

## **Data Entry — Highly Proficient**

January 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/attempts/b2ee19cb815fe01d42ff30c2e681785ceed53dc074545cb7>

## **Attention to Detail — Highly Proficient**

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2ed33b0e007df269c81faac3879f6aaa](https://share.indeedassessments.com/share_to_profile/2ed33b0e007df269c81faac3879f6aaa)

## **Supervisory Skills: Motivating & Assessing Employees — Highly Proficient**

April 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: <https://share.indeedassessments.com/attempts/4fca861045002419e130983382403b23eed53dc074545cb7>

## **Analyzing Data — Highly Proficient**

May 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/71a84c34ca47dc7ce3e463e965db37a8](https://share.indeedassessments.com/share_to_profile/71a84c34ca47dc7ce3e463e965db37a8)

## **Spreadsheets with Microsoft Excel — Highly Proficient**

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/81bf767dbaae6f166e69cf76c6773db7eed53dc074545cb7>

## **Emotional Competence — Highly Proficient**

April 2020

Managing one's own emotions and understanding those of others.

Full results: <https://share.indeedassessments.com/attempts/0d5936e7aa017bfa05eb9de6b3927772eed53dc074545cb7>

## **Attention to Detail — Highly Proficient**

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/e2838b2ef160db4996997f9a63a96811eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/e2838b2ef160db4996997f9a63a96811eed53dc074545cb7)

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