**Emmanuel​ ​Taiwo​ ​Odubote**

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EDUCATION

*The​ ​College​ ​of​ ​New​ ​Jersey. ​May​ ​2014*

*Bachelor​ ​of​ ​Science​ ​in​ ​Finance.*

*DeVry​ ​University:​ ​Keller​ ​Graduate​ ​School​ ​of​ ​Management.​ ​April​ ​2017*

*Master​ ​of​ ​Accounting​ ​&​ ​Financial​ ​Management*

*3.78​ ​GPA*

Certification:

Certification of Eligibility: NJDOE School Business Administrator

**PROFESSIONAL EXPERIENCE**

**Senior Director of Business Operations,​ ​Bancroft​ ​Neurohealth, Cherry,​ ​NJ​ ​(August​ ​2013-Present)**

* Oversee all financial management of the service line in compliance with the practices and policies of the company.
* Regularly review the check register to ensure that vendors are being paid accurately and in accordance with company’s policy
* Review and analyze monthly expense accounts to ensure that expenses are properly recorded in the General Ledger.
* Business development plans.
* Ensures the accuracy of journal entries and produce accrual entries for the appropriate matching of revenue and expenses.
* Provide financial education and information to service line leadership in decision making.
* Compiles financial data as needed.
* Investigated and provided recommendations to business/financial related issues
* Develop and proactively monitor the annual budget for the service line.
* Variance analysis.
* Work with service line leadership on necessary correction action to significant variances in the budget.
* End of the month and year end closing and finance reports.
* Improve the accuracy of cost accounting for the service line.
* Analyze the monthly financial reports.
* Ensures integrity and accountability in compliance with company’s finance practices and policies.
* Provide leadership and supervision to business office staff
* Develop and implement the technology plan.
* Oversee the operation and maintenance of service line properties
* Develop and implement security plan for the service line.
* Stayed current on laws, regulations and fiscal matters of all funding agencies.
* Performed such other duties as may be assigned by the SVP
* Develop financial models for new business opportunity and special Projects as assigned.

**Assistant​ ​Business​ ​Manager,​ ​Central​ ​Jersey​ ​Arts​ ​Charter​ ​School,​ ​Plainfield,​ ​NJ (July 2013-August​ ​2013)**

* Assisted the School Business Administrator in the preparation of the budget and administration of the budget control process.
* Coordinator of the NCLB (Title 1) and IDEA grant.
* Payroll clerk. With proficiency in Express-O-pay software.
* Responsible for Purchasing.
* Oversaw the Food Services,
* Accounting and/or Financial service operations of the district as requested.
* Assisted with supervision of the financial affairs of the schools including independent special projects as assigned.
* Oversaw selected administrative tasks of business operations areas.
* Maintained positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
* Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**Business & Operations Coordinator, Paul Robeson Charter School, Trenton, NJ (August**

**2011-June 2013)**

* Assist the Business Administrator with budget development and implementation.
* Assists with cash flow reporting and forecasting
* Ensured that the budget is adhered to with no changes to major line accounts, unless approved by Board resolution.
* Assists the Business Administrator with the overall cash management of the organization
* Worked with the Business Administrator on month end and year end closing.
* Generated the financial and treasury report for the monthly board meeting
* Assist with the annual audit.
* Manage the bank account transfers and line of credit.
* Bank Reconciliation/General Ledger
* Payroll and Benefit manager
* Adhere to the GAAP in regards to budgeting and financial report
* Account Payable/Receivable.
* Resolving discrepancy with vendor in regards to invoices and account statements.
* Issuing purchase orders to place order and services.
* Integrated pest management coordinator.
* Supervise the computerized payroll system to assure that payroll and payroll reports are prepared on a timely and accurate basis.
* Journal entry
* Management of NJ State Pension and Benefits
* Staying in Compliance with NJ public school rules and regulation
* Maintaining a friendly and professional demeanor with staff and vendors
* Assist in Preparation for the monthly Board Meeting with the agenda and bill list.
* Acquiring and filing of proper documents for the HR records.
* Providing customer service in the most professional and effective manner.
* NCLB and IDEA Grants
* Food Service Program Coordinator.