

Christi L. Brown
419-303-1223
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SKILLS

Budgeting and Forecasting, General Ledger, Month-End Closings, Year-End Closings, Account Reconciliation, Financial Statements, Payroll, Accounts Receivable, Accounts Payable, Cash Management, Bank Reconciliations, Management of Staff, Human Resources Management.

PROFESSIONAL EXPERIENCE

Accountant, AIRSTREAM, INC. (12/01/2022 -current)

- Month-End Closings including Journal Entries, Account Reconciliations and Bank Reconciliations. Monthly close analysis with insights into financial performance and investigation of significant variances. Support of business partners and initiatives.

Senior Accountant, HONDA TRADING OF AMERICA (02/2020 -10/14/2022)

- Started as Accountant and was promoted to Senior Accountant 11/2020;
- Month-End Closing of 5 different Lines of Business; Processing and Reconciliation of Accounts Payable; Review, Approval and Processing of Credit Card Transactions; Preparation and Posting of Journal Entries; Preparation of Sales and Use Tax Returns; Prepared and filed 1099 Returns and Person In Charge of an Accounting Team project.
- Performed Bank Reconciliations and General Ledger Account Reconciliations; Prepared Corporate Reporting Documents and other duties as assigned.

Accountant, ACCOUNTEMPS (11/2019 -02/2020)

- Contract Position at Honda Trading of America, Inc.
- Performed Bank Reconciliations; Month end closings; Account Reconciliations.

Finance Director, UNITED WAY OF GREATER LIMA, INC. (11/2017 -07/2019)

- Responsible for all accounting aspects of a non-profit organization, month-end closings, year-end closings, accounts payable and receivables, bank reconciliations, payroll, budgeting and forecasting, and implementation of accounting controls.
- Preparation of reports to management, Finance Committee and Board of Directors.
- Preparation of all Financial Statements and supporting worksheets for annual audit.
- Performed the Human Resources Function including benefits and payroll administration.

Assistant Fiscal Officer, SHAWNEE TOWNSHIP, Lima, OH (05/2017 – 02/2018)

- Appointed by Shawnee Township Trustees due to the Medical Emergency of acting Fiscal Officer.
- Responsible for all accounting aspects of the Township including; overseeing a \$10 million budget, payroll, bank reconciliations and reporting.

Paralegal, HUNT& JOHNSON, LLC, Lima, OH (10/2015-10/2017)

- Drafted documents, researched legal issues, and provided general support for the staff and attorneys of the law office.
- Worked with clients, to help attorneys to resolve client's legal issues.

Attorney, CHRISTI L. BROWN LAW OFFICE, LLC, Lima, OH (2000 – 10/2015)

- Operated a general law practice for 15 years in the areas of; Juvenile and Family Law, Real Estate, Probate, Contract Disputes, Civil Litigation, Bankruptcy, and Small Business Development. Also served as Guardian Ad Litem for numerous individuals.
- Provided pro bono legal work to community members, businesses, and nonprofits.
- Supervised staff, processed payroll and performed general accounting duties.

Township Trustee, SHAWNEE TOWNSHIP, Lima, OH (2004 - 2009)

- Fiscal oversight and sign-off on \$10 Million dollar township budget.
- Administrative oversight of department heads, personnel and Township projects.
- Assist in the administration, enforcement and execution of the policies and resolution of the board.
- Supervise and direct the activities of the affairs of the departments of township government under the control or jurisdiction of the board.

Fiscal Officer, SHAWNEE TOWNSHIP, Lima, OH (1994 - 2004)

- Responsible for all accounting aspects of the Township including; managing a \$10 million budget, payroll, bank reconciliations, month-end closing, year-end closing, financial statement preparation and reporting.
- Worked with trustees and department heads to ensure that monies were spent wisely and within budgets.
- Worked with the county auditor, local municipalities and vendors concerning receipts and expenditures for township requisitions. Participated in annual audits.
- Put financial controls in place to safeguard the township funds.

Associate Attorney, HUNT, MORITZ, JOHNSON & EBBESKOTTE, Lima, OH (1994 - 2000)

- Gained experience by assisting clients, with Senior Attorney oversight, to eventually open my own general law practice.

Accounting Manager, NATIONWIDE INSURANCE, Columbus, OH (1986 - 1994)

- Prepared financial statements, prospectuses, budgets, and staff performance evaluations.
- Worked with internal business teams on developing IT systems and new products.
- Supervised a staff of more than 10 individuals.

Staff Accountant/Auditor, KPMG – PEAT MARWICK, Columbus, OH (1985 - 1986)

- Audit of various client's financial statements.

EDUCATION & TRAINING

CAPITAL UNIVERSITY LAW SCHOOL, Columbus, OH, 1994

- Juris Doctorate Degree
- Ohio State Bar Examination, (passed 1994)

WITTENBERG UNIVERSITY, Springfield, OH, 1985 (cum laude)

- Bachelor of Arts, Major in Accounting; Minor in Computer Science
- CPA Exam (passed 1986)

VOLUNTEERISM / HOBBIES

Past Board Member for Hope Visitation and Exchange Center
Board Member of Foundations for St. Matthew Lutheran Church and Cemetery
Past Board Member of Salvation Army, Lima OH
Former Secretary of Allen County Bar Association
Past Member of Ohio State Bar Association

REFERENCES AVAILABLE UPON REQUEST

Mobile: 419.303.1223