

# **MARION SANDOW**

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## **OBJECTIVE**

Work in the Finance/Accounting field.

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## **EDUCATION**

### **Associate's Degree in Accounting, May 2009**

Wisconsin Indianhead Technical College (WITC) – New Richmond, WI

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## **SKILLS & QUALIFICATIONS**

Detail-oriented and excellent organizational skills.

Strong analytical and problem-solving skills.

Ability to work independently or with a team; team player.

All areas of Accounting: AP, AR, GL, Purchasing, maintaining multi-million dollars accounts consisting of state and federally funded grants, contracts and fee-for-service accounts.

Proficient in Microsoft Office Suite, Access Stout/PeopleSoft, Hyperion, ImageNow, Shared Financial System and (SFS), WISDM, & HRS.

Coordinated many national and local conferences (RRTC, SVRI).

Experienced in working with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), UW-System, Office of Management and Budget (OMB), and Education Department General Administrative Regulations (EDGAR) regulations for various funding sources (i.e., UW-Extension, Rehabilitation Services Administration (RSA), National Institute on Disability and Rehabilitation Research (NIDRR), State of Wisconsin, Department of Health and Human Services (DHHS) and Department of Workforce Development (DWD)).

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## **PROFESSIONAL EXPERIENCE**

### **Wisconsin Department of Transportation – Madison, WI**

#### **Senior Accountant**

##### **Department of Business Management (Fiscal services)**

**January 2017-August 2017**

- Financial liaison between the Department of Transportation and the Federal Highway Administration (FHWA), providing financial expertise to develop, implement, and interpret programs, policies and processes of a large agency to account for federally financed projects for varied programs. Responsibilities will include interpreting applicable state and federal rules and regulations to determine consistency with agency agreements.
- Reconcile and provide corrective action of fiscal transactions and appropriation balances.
- Project funding uses complex funding methodologies from varied sources.
- Close out projects to additional charging and prepare the final federal voucher. Responsibilities will include reviewing the status of each project, interpreting project funding to determine accurate distribution of various sources and ensuring compliance with federal regulations for the completion of FHWA projects.

**University of Wisconsin-Stout – Menomonie, WI*****Financial Specialist Advanced*****Stout Vocational Rehabilitation Institute (SVRI)****July 2008-January 2017**

- Prepares budgets and keeps financial records for all SVRI Administrative and SVRI services accounts which include 102, federal, non-federal, clearing accounts, conference accounts, 104 extension accounts, fee generating 132 and 136 accounts totaling over \$5,500,000.
- Assists executive director in fiscal management of Institute and serves as financial component of the SVRI Management Team. Meets with executive director, program managers, principal investigators (grants), and other members of the management team on a regular basis to provide advice regarding rate of spending, personnel and other commitments, projected balance/deficits, budget variance, and contract restrictions. Reviews allocation/expenditure patterns and recommends course of action or corrective measures as necessary.
- Prepares annual Redbook budget projections.
- Develops, installs and maintains policies/procedures to document financial system operations.
- Reviews monthly projections showing expenditures and balances by cost category in order to ensure that project spending levels are on target. Ensures the Principal Investigator (PI), Project Director, Program Managers are aware of the financial status. Monitors budget variances and recommends corrective action. Forecasts year-end budget status by funding sources.
- Calculates and prepares contracts for SVRI personnel. Reviews and reconciles university payroll records to time and effort certifications to ensure compliance with federal regulations.
- Knowledge of federal regulations and state requirements surrounding federal grants.
- Monitors SVRI's business practices to ensure compliance with financial regulations according to Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), UW-System, Office of Management and Budget (OMB), and Education Department General Administrative Regulations (EDGAR) regulations for various funding sources (i.e., UW-Extension, Rehabilitation Services Administration (RSA), National Institute on Disability and Rehabilitation Research (NIDRR), State of Wisconsin, Department of Health and Human Services (DHHS) and Department of Workforce Development (DWD)).
- Works with project collaborators on accounting matters. Ensures parties involved in the grants and contracts are aware of relevant university, state and federal policies, regulations, procedures, and cost-sharing and time and effort certifications requirements of grants and contracts.
- Works closely with Research Promotion Services including analyzing and preparing financial reports for grant and contracts.
- Reconciles with Hyperion on monthly basis for revenue and expenses and prepares accounting reports for SVRI Director. Prepares payroll and expenditure transfers, budgets transfers, sales credits, invoices, blanket orders, deposits, and keeping track of personnel assignments on all accounts.
- Approve budget expenditures; monitor budget expenditures to ensure compliance with local, state and federal policies and procedures; and collaborate with SVRI management staff to create, monitor and modify staff allocation plan.
- Responsible for SVRI Administrative office procedures, financial, grants and contracts, and general operations.

## ***Financial Specialist 2***

### **Accounts Payable**

**August 2004-July 2008**

- Responsible for auditing, verifying, and processing invoices, checks with orders, direct pay of invoice payments in compliance with the university policies and procedures. Maintained and updated the vendor file including closing purchase orders, adding new vendors, and releasing encumbrances.
- Maintained and prepared journal entries.
- Other responsibilities included, but not limited to, quarterly reports, deposits, and distribution of interest each month.

## ***Financial Specialist 2***

### **Research and Training Center/Continuing Education Centers**

**March 1997-August 2004**

- Managed all financial transactions, posting debits and credits, producing financial statements, and recording all transactions.
- Prepared management reports and financial summaries using Microsoft Excel detailing company's financial status.
- Prepared and submitted budget to Department of Education, Rehabilitation Services Administration, experienced with GAAP reporting, and other federal and state agencies.
- Restructured the entire fiscal accounting process for the Centers, transferring from D-base to Excel and making them compatible with UW-Stout's Accounting software, Datatel (ISSI).
- Managed federal grant accounts for mutli-year federal projects, assisting in preparation of budget projections, and various proposals developed for submission.
- Prepared requests for contract renewal all staff
- Prepared time and effect certifications.
- Performed monthly reconciliation of accounts with university financial reports, investigating and resolving any discrepancies.
- Responsible for the fiscal accounting within the university guidelines.
- Provided administrative and clerical support as needed to the Directors of the Centers.

## ***Financial Specialist 2 Accounting Office***

### **General Ledger/Accounts Receivable**

**February 1996-March 1997**

- Responsible for daily batching and posting to general ledger, printing checks, balance and reconcile checking accounts.
- Prepared monthly and quarterly reports; including payroll, revenue and expenditure transfers.
- Responsible for receiving and billing student accounts including adjustments, withdrawals, and refunds. Maintained individual student accounts.

## ***RELATED PROFESSIONAL EXPERIENCE***

### **Treasurer, St. Croix Trailgroomers**

**February 2007-2013**

- Responsible for all payments, accounts receivable, balance and reconciling checking account.

### **Accounting, Precision Garage Doors and Mowing**

**January 2010-2015**

- Reconcile two separate business accounts utilizing QuickBooks.