

# JAMES EARL HENDERSON

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## SUMMARY

Dedicated financial professional with more than 10 years of progressive experience in accounting and a thorough understanding of audit procedures. Outstanding communication skills with extensive experience in collaborating with employees of all levels and functional roles. Well versed in GAAP, AICPA, and SOX policies. Proficient in Microsoft Office Professional products and a comprehensive knowledge of various accounting systems including QuickBooks Pro and CaseWare working papers.

## EDUCATION

MORGAN STATE UNIVERSITY, Baltimore, Maryland

Masters of Science in Accounting, (expected date of completion May 2015)

Bachelor of Science in Business Administration, Concentration in Accounting, May 2000

NORTHEASTERN CHRISTIAN JUNIOR COLLEGE, Villanova, Pennsylvania

Associate of Arts Degree, Concentration in Business Administration, 1993

## PROFESSIONAL EXPERIENCE

CHIEF FINANCIAL OFFICER

2009 – Present

**Building Communities Today For Tomorrow, Inc.**, Baltimore, MD

Provide operational and programmatic support directly to the President, Chief Executive Officer and the Chief Operating Officer. Prepare cash flow statements, forecast presentations and oversee purchasing and payroll activities.

Serve as lead staff on the Audit Committee and regularly attend Board of Directors and sub-committee meetings.

Maintain oversight of internal financial and administrative controls. Lead all coordination with external

auditors, while developing, implementing and continuously monitoring improved internal control measures.

Identify and analyze strategic opportunities in order to secure new funding. Played a vital role in recent awards of government contracts as it relates RFP's and A-133 audit requirements.

DIRECTOR

2001 – 2009

**BTE, Incorporated AIDS Prevention and Awareness Foundation**, Baltimore, MD

Established and enforced the vision of the foundation. Developed annual funding goals and led fundraising efforts.

Ensured ongoing local programmatic excellence and consistent quality performance of finance and administration

functions. Recruited, trained and supervised fifteen employees. Actively engaged and energized volunteers. Worked

closely with government officials throughout grant proposal processes and other requests for funding. Used external

presence and relationships to garner new opportunities. Prepared financial statements and necessary documentation

needed to show the financial position of the foundation.

SENIOR AUDITOR

2006 – 2008

ACCOUNTANT

2005 – 2006

**Abrams, Foster, Nole, & Williams, P.A. (CPA)**, Baltimore, MD

Performed and supervised a broad range of auditing, tax, and accounting issues from start to finish. Served as the lead auditor for engagements of varying size and complexity to include, planning and coordinating the various phases of the

field work. Delegated tasks and reviewed working papers for accuracy and completion; financial statements for suitability

of presentation and adequacy of disclosures, tax returns, and documentation of discussions with clients. Ensured complete

and timely conclusions of audits to include preparation and/or review of financial statements and tax returns. Also

analyzed federal regulations revisions and provided succinct and accurate information to other members on the audit team.

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## PROFESSIONAL EXPERIENCE (Continued)

AUDITOR II

2002 – 2005

AUDITOR I

1999 – 2002

**CAREFIRST OF MARYLAND, INC.**, Timonium, MD

Performed analytical and comparative work papers for providers of moderate and complex nature. Evaluated financial statements to determine whether or not providers were in compliance with Medicare regulations and Medicare reimbursement policies. Communicated audit findings and prepared reports reflecting audit adjustments. Independently planned multiple projects concurrently with tight deadlines. Responsibilities also included reviewing annual Medicare cost reports, revenue testing and balance sheet analysis.

## ACTIVITIES, ACHIEVEMENTS AND AWARDS

- 2003- current Head Coach for the Baltimore Celtics (Supreme) Basketball Team
- 2009 - 2012 (*consecutively*) Coach and Mentor of The Year at Leith Walk Recreation Center
- **2001** President of Alpha Phi Alpha Fraternity, Inc. Beta Alpha Chapter