**Clarissa J. Ripley, CPA**

40 Violet Road Bozemane, MT 59718

Phone: (406) 548-2490 E-Mail: ripleyclarissa@gmail.com

**PROFESSIONAL EXPERIENCE**

**Coastal Villages Region Fund, Anchorage, AK**

Alaskan Not for Profit, Economic Development, CDQ group 1/2023 – Present

 **Assistant Controller** (1/2023 – Present)

* Lead month-end close review process, overseeing reconciliations, journal entries, fixed assets, payroll batches, and other components of the financial close cycle to ensure compliance with regulatory requirements & internal policies.
* Manage general ledger and payroll teams, ensuring accurate and timely processing of financial transactions and payroll functions for multi-state, crew share and regular payroll.
* Provide oversite of Mothership Operations in Net Suite, optimizing processes by building excel workbooks and workflows to enhance efficiency and accuracy of data conversion.
* Develop internal control policies in accordance with 2 CFR 200 standards, providing training to staff members and leading the single audit process.

**Altman, Rogers & Company, Anchorage, AK**

Alaskan based full-service accounting and tax firm. 4/2019 – 12/2022

 **Supervisor Accountant** (1/22 – 12/22)

* Conducted GASB, FASB, and Yellow Book Audits with a focus on Not-for-Profits, School Districts, Cities, and Employee Benefit Plans, ensuring compliance with relevant regulatory standards and guidelines.
* Led team engagements, provided guidance and supervision to teams of one to five members, and facilitated their professional development through training and mentorship.
* Prepared financial reports summarizing audit findings and recommendations for clients.
* Conducted client meetings to discuss audit findings, address client concerns, provided recommendations for improving financial processes and controls.

 **Senior Accountant** (8/2019 – 12/21)

* Led fieldwork for financial statement, Federal Single Audit, and State of Alaska Single Audits, ensuring compliance with relevant standards.
* Completed thorough financial statement reviews for a diverse range of for-profit and not-for-profit entities.
* Played a key role in training new staff and interns, shared knowledge of audit procedures, standards, and best practices, contributing to the professional development and success of team members.

 **In-Charge Accountant** (4/2019 – 7/2019)

* Conducted financial statement audits adhering to Governmental Auditing Standards and AICPA guidelines, focusing primarily on balance sheet analysis and analytical procedures.
* Designed audit plans, conducted tests of controls, evaluated the effectiveness of internal controls over financial reporting, and provided recommendations for improvement based on analysis of control deficiencies.
* Wrote financial reports for Governmental and Not-for-Profit entities.

**BDO LLP, Anchorage, AK** 7/2017 – 3/2019

Global accounting and advisory firm offering audit, tax and consulting services across various industries

 **Staff Accountant**

* Performed GASB, FASB, and Yellow Book Audits under direct supervision of an audit senior.
* Reviewed controls and ensured proper segregation of duties within organizations.
* Wrote comprehensive financial reports detailing audit findings and recommendations.
* Conducted face-to-face interviews to understand client business practices and understand internal policies.

**EDUCATION**

**Montana State University, Bozeman, MT**

Master of Professional Accountancy, GPA 3.40 05/2017

Bachelor of Science in Business – Accounting, GPA 3.55 05/2016

**CERTIFICATION**

Certified Public Accountant –

Alaska State Board of Public Accountancy - 148452 08/2019 - Present