



Silas Stokes

Director of Business Affairs, Head Start

☎ (217) 555-7316 ✉ silas.stokes@example.com

🌐 linkedin.com/example/silasstokes 📍 Springfield, IL 62704

STRENGTHS

- ♥ **Fiscal stewardship**
Protected program assets through approval controls and careful transaction review. Leaders gained confidence in daily fund management.
- 📅 **Grant budgeting**
Built budgets and sub budgets in Excel for education and human services programs. Managers received clearer spending guidance.
- ✓ **Audit readiness**
Clean audit results followed organized schedules, reconciliations, and control evidence. Review requests became easier to answer.
- 💬 **Executive communication**
Translated variances and funding constraints for leaders and governance groups. Complex financial questions became practical decisions.
- 👥 **Collaborative finance**
Partnered with program teams, administrators, and negotiators on funding choices. Colleagues sought guidance on difficult costs.

SKILLS

Grant accounting

Fiscal management GAAP

Annual budgeting Sub budgets

Allowable costs

Budget modifications

Sponsor regulations

SUMMARY

Financial and grants management leader with 9 years of experience directing accounting, **fiscal operations**, educational and federal grant accounting, budget development, and **not for profit financial management**. Holds a Bachelor of Business Administration in Accounting and an Illinois CPA credential, with strong knowledge of **Generally Accepted Accounting Principles**, sponsor requirements, university policies, state regulations, federal regulations, and **public sector fiscal controls**. Directs grant budgets, approves financial transactions, safeguards program assets, develops sub budgets, monitors allowable costs, prepares budget modifications, advises senior leaders, and communicates financial matters to governance bodies and operational partners. Advanced Excel capability, clean audit results, agreement negotiation experience, collective bargaining support, and culturally competent communication support dependable stewardship across education and human services programs.

EXPERIENCE

Director of Finance

Prairie Children & Families Network 📅 January 2023 - Present 📍 Springfield, IL

Directs fiscal operations for federally and state funded early childhood and family service programs, advising executive leaders on budgets, forecasts, **allowable costs**, **asset stewardship**, controls, audits, and agreement decisions.

- Directed annual budgets and forecasts for federally funded **early childhood** programs, guiding leadership funding decisions.
- Oversaw receipt, custody, disbursement, and accounting for **program assets** under documented **internal controls**.
- Managed site budgets and special initiatives, monitoring expenditures and preparing sponsor compliant modifications.
- Presented financial risks and corrective actions to **governance committees**, supporting informed operating decisions.
- Led audit preparation with reconciliations, schedules, and control evidence, sustaining clean external audit results.
- Evaluated personnel provisions and program changes on leadership and agreement negotiation teams.

Senior Grants Accountant

Central Illinois Education Collaborative 📅 March 2020 - December 2022 📍 Decatur, IL

Managed accounting for federal and state education grants, building budgets, reviewing transactions, explaining variances, and preparing records for sponsor monitoring and external audits.

- Managed federal and state grant ledgers, expenditure support, reconciliations, and sponsor compliant records.
- Built grant budgets and **sub budgets** in **Excel**, helping managers monitor allowable spending.
- Reviewed purchasing, payroll allocations, and reimbursements before approval, protecting funding compliance.
- Prepared financial reports for administrators, explaining variances, constraints, and projected balances clearly.
- Standardized closeout workpapers and review checkpoints, improving readiness for sponsor and external audit testing.
- Interpreted institutional, state, and **federal policies**, resolving **accounting** questions without weakening controls.

Accountant

Heartland Community Services 📅 June 2017 - February 2020 📍 Peoria, IL

Audit readiness Internal controls

Asset stewardship

Financial reporting Microsoft Excel

Collective bargaining

Agreement negotiations

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Director of Finance at Prairie Children & Families Network (3.8 Years)

● Senior Grants Accountant at Central Illinois Education Collaborative (2.8 Years)

● Accountant at Heartland Community Services (2.7 Years)

● Junior Accountant at Regional Learning Foundation (1.9 Years)

Performed general ledger accounting for a not for profit **human services** organization with restricted grants, multiple cost centers, monthly reporting, reconciliations, and audit support.

- Performed general ledger **accounting** across restricted grants and multiple program cost centers.
- Reconciled cash, receivables, payables, payroll accounts, and grant balances, investigating discrepancies.
- Prepared journal entries and monthly reporting packages under **GAAP** for program reviews.
- Tracked restricted expenditures and funding conditions, escalating questionable costs before reimbursement deadlines.
- Organized audit confirmations, schedules, samples, and policy records for external auditors.
- Built Excel reconciliation workbooks, improving balance visibility during monthly close.

Junior Accountant

Regional Learning Foundation 📅 June 2015 - May 2017 📍 Bloomington, IL

Supported accounting operations for education focused nonprofit programs, maintaining operating and restricted fund records, reconciliations, grant files, schedules, and audit documentation.

- Processed operating and restricted fund transactions, maintaining organized records for **education programs**.
- Completed bank and balance sheet reconciliations, researched variances, and prepared correction entries.
- Maintained grant expenditure files supporting reimbursement requests, reporting, and audit sampling.
- Prepared payable and receivable schedules, verifying coding against program budgets and procedures.
- Used Excel to organize transactions, reconcile activity, and prepare recurring close schedules.
- Assembled invoices, approvals, reconciliations, and grant records for year end audits.

PROJECTS

Head Start Fiscal Control Framework 📅 2024

A control review brought scattered approvals into one clear framework. Mapped asset custody, transaction review, grant monitoring, audit evidence, and governance reporting for early childhood programs.

Education Grant Budget Modernization 📅 2022

A recurring spreadsheet question revealed a larger reporting gap. Reworked budget and expenditure views in Excel, connecting sub budgets, allowable costs, forecasts, and closeout support.

LEADERSHIP & AWARDS

- Clean external audit results sustained through disciplined reconciliations, control evidence, and complete grant documentation.
- Illinois CPA Society Not for Profit Committee Volunteer, supporting peer learning and nonprofit finance practice.
- Recognized by program leaders for clear financial reporting, practical guidance, and culturally competent collaboration.

EDUCATION

Bachelor's Degree in Business Administration, Accounting

Illinois State University 🎓 GPA: 4.0 📅 2015 📍 Normal, IL

Coursework: *Not for profit accounting, grant accounting, financial management, auditing*

CERTIFICATIONS

- Certified Public Accountant, Illinois 📅 2019
- Generally Accepted Accounting Principles Certificate 📅 2019

TECHNICAL SKILLS

- **Grant Accounting:** Federal grants, state grants, educational grants
- **Not for Profit Accounting:** Restricted funds, fund accounting, cost centers

- **Budget Management:** Annual budgets, sub budgets, budget modifications
- **Financial Controls:** Transaction approvals, asset custody, expenditure controls
- **Accounting Standards:** GAAP, journal entries, general ledger
- **Audit Support:** Audit schedules, control evidence, audit sampling
- **Microsoft Excel:** Budget workbooks, reconciliations, financial schedules
- **Financial Reporting:** Variance analysis, forecasts, governance reports
- **Grant Compliance:** Allowable costs, sponsor regulations, closeout
- **Public Sector Policies:** University policies, state policies, federal policies
- **Labor Agreements:** Collective bargaining agreements, personnel policies, agreement negotiations
- **Fiscal Operations:** Receipt of assets, custody of assets, disbursement management

PROFESSIONAL AFFILIATIONS

- Illinois CPA Society, Not for Profit Committee Volunteer.
- Community and education finance partnerships focused on responsible stewardship of public and grant funds.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST