

FRANCIS NYAFORH

Senior Accounting Supervisor



5235 Kester Ave.
Sherman Oaks, CA
91411

310.402.3285

Jargn013@yahoo.com

Education

Baker University,
M.B.A.,
Overland Park, KS
Dec 2003

Washburn University,
B.A., Accounting &
Finance
Topeka, KS
May 2001

BACKGROUND

A Senior Accounting Supervisor, who worked for many years gaining enriched experience in several industries including Entertainment, Real Estate, Investment (Hedge Fund/Private Equity), and Non-profit. Seeing the entire process through from a single journal entry to the completion of the full financial reporting package, managing the review, providing analytics, budgeting, and adhoc reporting.

WORK HISTORY

Senior Accounting Supervisor, PWGA Pension & Health Fund, Burbank, CA

Oct 2012 to Present

- Responsible for monthly and year end close, and the maintenance of all accounting ledgers of a pension fund with \$2.7B of assets.
- Reduced management fees by 2.3% by assisting our actuaries in rate negotiations.
- Established a more efficient reconciliation process for our investment statements reducing time spent by 60%.
- Automated the financial reporting and delivery process, reducing the month-end closing process by 3 days.
- Communicate and work effectively with management, our custodian, actuary, investment managers, fund participants and auditors to resolve issues and improve processes.

Routine Tasks Include:

- Supervising AP coding, reconciliation of fixed assets, prepaid, and accrual schedules before the posting of journal entries.
- Provide monthly analysis, corrective action where necessary and explanations of variances between actual and budgeted amounts.
- Responsible for the monthly reconciliation of 29 investment managers, five private equity (totaling 155 investments), calculation, accruals and payment of their fees.
- Responsible for the maintenance of The Pension Fund accounting ledger which include monthly review of the trial balance making sure all activities have been posted and accurately, before month-end close.
- Analyze and prepare monthly and year-end financial reporting packages including executive summary or activities and changes, Balance Sheet, Profit and Loss Statement, Schedule on Investments, and department heads adhoc reports.
- Responsible for the preparation of all year-end audit reports and supporting schedules including confirmation letters to vendors, custodians, actuary, investment managers and private equity funds.

Senior Accounting Analyst, Consultant and Temp Assignments, Los Angeles, CA

Dec 2009 – Oct 2012

- Researched banking institutions and communicated results to management of The Reconnection to reduce excessive international money transfer and exchange rate fees.
- Established and implemented basic accounting policies and procedures including the use of QuickBooks for Kids for Joy, a non-profit group, in Liberia, West Africa.
- Recommended strategic accounting and pricing policies to increase gross profit and attract potential investors for A Taste of Life - Vegan Restaurant.

Accounting Supervisor, Deblois, Mejia & Kaplan, Beverly Hills, CA

Jun 2008 – Jun 2009

- Assisted a newly acquired client save money and avoid paying additional taxes for late filing in amounts of \$35,000 by recommending 1099 processing and taxable income reduction.
- Improved turnaround time to a client by 25% by learning how to properly navigate, generate and edit reports using Cast & Crew accounting software.

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Senior Portfolio Accountant, Rothstein Kass, Beverly Hills, CA

Dec 2007 – Jun 2008 & Dec 2003 – Sep 2005

- Reduced time spent on training of staff and monthly activity processing by about 30% by creating detailed processes and procedures required to complete clients' financials.
- Improved client's bottom line by \$80K by creating and recalculating management fee schedules based on the partnership agreement after observing and realizing the trend of fees charged by custodian.
- Initiated and led improvements of the performance evaluation process to better meet the needs of staff, upper management and ultimately, clients.
- Prepared monthly, quarterly, and yearly financial statements, performance analysis, and book and tax allocation of income and expenses to the GP and partners.

Senior Corporate Accountant, Colony Capital, LLC, Century City, CA

Sept 2005 - Dec 2007

- Prepared consolidated quarterly and yearly financial statements in accordance with GAAP.
- Reviewed staff journal entries and wire request forms, and prepared and distributed investor statements.

Fund Accountant, State Street Investment, Kansas City, MO

Jun 2001 - Jun 2003