

# MESERET B. TESFAYE

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*Customer service and fiscal professional with 18 years of experience across sectors, skilled in financial analysis, reconciliation, and a broad range of financial reporting.*

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## EDUCATION & ADDITIONAL INFORMATION

**Bachelor's Degree in Applied Science, International Business** (2017) North Seattle College,  
GPA: 3.62

**Associate's Degree in Accounting** (2011) Shoreline Community College, Graduated with  
Honors, GPA: 3.92

### Fluency in Amharic and English

**Software Proficiency** includes Microsoft Office Suite, communication platforms (ex. Zoom, Microsoft Teams), reporting and data analysis platforms ex. (cteLink)

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## SKILLS/STRENGTHS/COMPETENCIES

Financial Management | Data Analysis | Data Extraction | Cashiering | Card Reconciliations | Budget Reviews | Cross-Cultural Communications | Core Interpersonal Skills | Conflict and Complaint Resolution

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## PROFESSIONAL EXPERIENCE

**Senior Financial Analyst NSC (Temporary Assignment)** 2022 - Present

- Responsible for Billing: including processing TEVs, Invoice Vouchers, and IDCs.
- Monitored refund statuses by close coordination with District A/P.
- Managed Capital Project Invoices with the District office
- Provided frequent troubleshooting support in budget and invoice-related issues
- Liaised with other departments to facilitate and forward incoming invoices
- Investigate and solve Invoice related issues.

**Fiscal Analyst 1, North Seattle College** 2020 - Present

- Track, reconcile, troubleshoot, and resolve discrepancies for Workforce Instruction budgets
- Responsible for four credit cards: made payments using credit cards, reconcile credit cards as per end-of-cycle documentation, and manage follow-up for cycle end approval every month

- Liaised with the Program Manager in Purchasing to facilitate investigations on unauthorized transactions
- Worked with the District's Accounts Payable Office to ensure payment of invoices
- EMT Program: schedule students for exams, provide students with required registration forms and entry codes, saved NSC ~\$10k by verifying tuition payments
- Serve as the first line of contact for the Division of 20 Departments, fielding questions and providing support within all of the Division's programs
- Provide support to Parent Ed including filing invoices, completing IDCs, initiating background checks, record keeping, and point of contact for Geer grant.
- Provided support for BSK and Early Achievers grants
- Conduct a budget review on a quarterly basis
- Office record-keeping: assist in maintain records, collect, review, and process documents as needed, compose letters, compile, and produce reports, applications, financial statements, schedules, test materials, and other documents; prepare and update various reports.
- Support Workforce Instruction, District, and SB-CTC transitions in all responsible areas
- Monitor Division supplies to ensure adequate supplies are on hand per quarter

**Cashier 3, South Seattle College**

2016 - 2019

- Received and disbursed funds
- Recorded monetary transactions
- Consolidated cash receipts and deposits
- Managed receipt reports and disbursement fund transfers
- Received and accurately recorded payments for tuition-, fees-, parking-, and other student-related payments

**Work Study, North Seattle College**

2014 - 2016

- Interpreted and applied regulations and procedures related to financial aid and answered financial aid questions
- Tracked and monitored student files for accuracy and completion according to program practices, goals, and established deadlines
- Assisted and educated students on financial aid procedures in order to ensure procedural compliance and accuracy

**Procurement Services Intern, University of Washington**

2011

- Processed invoices against purchase orders and reconciled reports.
- Researched invoice issues and solved problems.
- Reviewed and categorized incoming documents for payment processing.

**Territory Manager, Western Union**

2008 - 2009

- Provided customer service and account management across a three-state territory
- Prepared and submitted weekly activity reports

- Prepared management reports
- Tracked usage and ordered office supplies
- Reviewed and processed agent applications for license

### **AWARDS & HONORS**

Golden Star Employee of the Quarter, Spring 2022 – North Seattle College