

# Lauren Nguyen

San Jose, CA

## SKILLS

Microsoft Excel, Word, PowerPoint	Quintessential School Systems Control Center (QCC)
SACS Financial Reporting	Principal Apportionment Data Collection
Budget Development	Accounting/Financial Analysis & Multiyear Projection

## SUMMARY

Twelve (12) years of experience performing professional accounting, budget analysis and reviews, and providing comprehensive fiscal knowledge and support for school district and county office of education. A solid academic background in school district accounting and finance.

## EDUCATION

<b>Director of Fiscal Services Cohort</b> – CASBO	Jun 2020
<b>M.S. School Business Leadership</b> – Wilkes University, PA	Dec 2018
<b>B.S. Accounting major</b> - San Jose State University, CA	May 2011

## EXPERIENCE

### **Santa Clara County Office of Education, San Jose, CA**

#### **Assistant Director/Interim Director, Internal Business Services, 2022 – Present**

- Assist in the management and oversight of the budget, accounting, and student attendance accounting functions for the office.
- Serve as a resource to program managers regarding State and Federal regulations related to budget and accounting tasks.
- Provide budget analysis and other fiscal assistance for executive management.
- Estimate revenues and expenditures, project cash flows, develop budget assumptions, and oversee monthly cash reconciliation and fiscal year-end activities.
- Review and approve grant proposals, monitor, and analyze grant budget on a regular basis, and provide training to administrators to manage grants.
- Provide technical expertise and training to administrators and staff regarding accounting and budget practices to assure compliance with Federal laws and regulations, State Education Code, and local policies and procedures.
- Coordinate with other departments and external agencies to resolve issues and conflicts and exchange information.
- Supervise and evaluate the performance of assigned staff.

#### **District Business Advisor, District Business & Advisory Services, 2020 – 2022**

- Oversee vendor warrant processing services and provide training and guidance on daily business operations to school districts located in the Santa Clara County.
- Advise school districts on appropriate attendance accounting procedures; direct school district attendance accounting systems; oversee the assembly, compiling and reporting attendance data in the Principal Apportionment Data Collection (PADC) web application, and coordinate California Basic Educational Data System (CBEDS) activities.
- Meet with districts as needed and provide direction on fiscal matters such as accounts payable (AP) processing, cash deposits, apportionment distribution, property tax distribution, and attendance accounting.
- Interpret and assure SCCOE and district actions comply with Education Code, laws, and regulations.

- Plan, organize, and participate in the development of automated processes to accommodate a wide variety of county office, district, and school needs including, but not limited to, Automated Clearing House (ACH) vendor payments and electronic virtual card payments.
- Prepare and present oral and written presentations in the quarterly AP user group meetings
- Recommend corrective action to improve daily business operations and efficiency.
- Supervise, train, and evaluate the performance of assigned staff, interview and make recommendations for hiring decision.
- Direct, approve, and assist staff in the development and delivery of in-service training programs on related areas such as reviewing and auditing student attendance data, processing cash transfers, approving cash deposits, and processing AP warrant cancellation.
- Reconcile SCCOE AP Revolving account and the receipts of property tax revenues
- Confer with auditors and respond to financial questions on the financial reporting requirements for the SCCOE accounts payable revolving account.

### **Supervisor, Accounting Services, 2019 - 2020**

- Supervise, plan, and organize the operation and maintenance of accounting and budgetary items in accounting services including, but not limited to, accounts receivable, accounts payable, general ledger, financial reports, and special projects.
- Plan and develop procedures for cash and checks deposits and receipts, reconciliations for Cash in County Treasury for multiple funds, petty cash account, balance sheet accounts, purchase card postings, and cash allocations.
- Provide technical assistance to, lead and direct the work of staff accountants in Federal and State funded grant programs; oversee and review the processing of accounting transactions, items auditing, and processing of payroll, and other warrants, and related reporting systems
- Prepare, review, and revise accounting manuals and instructions for assigned areas of responsibility such as journal entry postings per California School Accounting Manual, year-end closing, form CAT, and verification of fund balances and carryovers,
- Develop and conduct accounting related workshops; prepare various special financial reports, schedules, charts, and table for grant applications and unaudited actuals for administration and the Santa Clara County Board of Education
- Assist the Assistant Director of Internal Business Services and the Controller of Accounting Services in compiling and preparing data and information for audits
- Participate in the control of budgetary increases, adjustment postings, balancing and reconciliation of financial records and accounts, identifying and resolving discrepancies
- Coordinate and assist with budget development, multiyear projections, and statistical studies
- Coordinate operations and activities with the Technology and Data Services Division to improve financial data storage process and to enhance accounting system capabilities, conduct troubleshooting, system analysis, and new user set-up

### **Accountant II (Special Education Program), Accounting Services, 2016 - 2019**

- Prepare journal entries, budget transfers, cash transfers, payroll transfers, and financial activity reports for Special Education program and Charter schools
- Monitor, analyze, and review financial database, detailed reports, complex spreadsheet, Special Education program budgets to ensure accurate account charges, coding, and compliance
- Prepare year-end closing entries, CAT forms, reconcile revenues distributed by SELPAs, analyze expenditures, compute fund balance, set-up accruals payable and receivable, finalize budget report, financial summary report, and financial activity reports for multiple funding resources
- Implement corrections and fund transfers, resolve discrepancies as necessary, and make adjustments in the systems.
- Prepare SELPA districts bill-back reports for itinerant services, report Federal grants expenditures, home teaching attendance data, non-public schools extraordinary cost pool to SELPAs and CDE
- Audit and approve AP batches, purchase order requisitions, contracts, and change order requests
- Interact with program managers and staff regarding budget development, budget revision and reporting, accounting corrections, and other financial matters

### **Accounting Specialist II, District Business and Advisory Services, 2014 – 2016**

- Prepare and process journal and budget entries for revenue and expense transactions, interest, taxes, and/or apportionment
- Perform financial analysis and balancing, report corrections, analysis of revenue and expenditures and prepares year-end accounts payables and accounts receivables for district revenues
- Review and monitor financial statements of school districts
- Collect, review, and analyze financial and payroll data
- Reconcile cash in County Treasury for various district accounts, processes electronic deposits for dependent districts
- Participate in the development and implementation of County Office and Stated automated financial reporting systems
- Use internal accounting information systems, desktop hardware and software, including spreadsheet and word processing programs and related systems to generate financial reports

### **Millbrae School District, Millbrae, CA**

#### **Accounting Technician, 2011 – 2014**

- Keep financial records and process documents involved in financial transactions
- Prepare and distribute warrants
- Assist Fiscal Analyst and Chief Business Official in assembling information for financial statements and for annual budgets
- Prepares journal transfers to County for the purposes of keeping accounts in balance
- Utilize good judgment and adapt in following administrative procedures regulated by law while performing assigned tasks
- Effectively communicate with vendors, administrative staffs, and executive officers in both oral and written form to meet and to exceed the organization's goals