

CHIARA SHOKVERA

Problem-solver focused on nonprofit financial management. A team-oriented strategist with a passion for optimizing business operations and committed to maximizing the impact of inclusive organizations with powerful missions.

CONTACT

 203 824 4818  New Haven, CT

 chiara.shokite@live.com

SKILLS

FINANCIAL & ACCOUNTING

MANAGEMENT: Accounts Payable, Accounts Receivable, Audit (Internal & External), Banking, Budgeting, Cash, Forecasting, Grant, Modeling, Month- / Year-end Close, Payroll, Reporting, Revenue Recognition, Taxation

FINANCIAL ANALYSIS/MONITORING:

Budget v. Actual, Cashflow, Fringe Benefit, General & Administration / Indirect / Overhead, General Ledger

FINANCIAL REPORTING: Board of Directors/Trustees Financial Statements, Donor, Contract, FBAR, Form 990 & 1099, Grant, SF-425

OPERATIONS MANAGEMENT: Board of Director/Trustees Engagement, Branding, Capital Projects, Develop Key Performance Indicators (KPIs), Hiring & Recruitment. Investment Strategy, Knowledge Management, Policy Development, Project Management, Strategy Development, Training all levels/divisions of staff

SOFTWARE: Concur, Microsoft Office Suite, QuickBooks, Raiser's Edge, NAV, NetSuite, SAP, Sparkrock (MS Dynamics Business Central)

WORK EXPERIENCE

FAMILY SABBATICAL

09/2024–Present | New Haven, CT

- Concentrating efforts to join a local, community-focused organization while caring for a two-year-old child and elderly family members

DEPUTY CONTROLLER

11/2023–08/2024 | Helen Keller International, NY

- Restructured department & redistribute workload to strengthen internal controls & decrease risk while scaling for growth
- Interviewed global staff & actively participated in focus groups to support the new CEO's 3-year strategic plan for the Board of Trustees
- Formed a global implementation plan for an electronic signature platform by leading the pilot which involved documenting/streamlining multiple departments'/offices' workflows
- Daily financial management & oversight of all accounting functions for \$108M annual revenue, directly supervised & mentored 5 accounting professionals
- Reason for leaving: Unable to maintain the frequent and essential commute into Manhattan, New York.

SENIOR FINANCIAL REPORTING ANALYST

11/2022–10/2023 | National Endowment for Democracy, DC

- Led financial reporting for 20+ multi-million-dollar, multi-year federal awards consolidating multiple departments' feedback
- Conducted organization-wide interviews to make financial workflow improvements for optimal effectiveness of organization's systems
- Identified gaps to develop / enhance policies, procedures, & job aids, with a focus on the server to cloud switchover
- Daily financial management with a focus on grant-giving/reporting activities for \$300M annual revenue, indirectly supervised 4 accounting professionals

MANAGING DIRECTOR, FINANCE & SYSTEMS

01/2021–10/2022 | Tanager, DC

- Led a transition from server-based QuickBooks to a cloud-based ERP increasing efficiency, consistency, & transparency while decreasing risk
- Managed relationships for ongoing feedback with the Board of Directors, affiliate organizations, country representatives, project managers, technical experts, & donors to ensure accountability & effective performance

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EDUCATION

M.S. SUSTAINABILITY MANAGEMENT

American University | 2017

B.S. ACCOUNTING

Central Connecticut State University |
2011

CERTIFICATIONS

ENVIRONMENTAL ASSESSMENT

American University | 2017

CHANGE MANAGEMENT

eCornell | 2018

MANAGING TO CHANGE THE WORLD

Management Center | 2018

CPA CANDIDATE

VOLUNTEERING

WESTROCK PARK CLEANUP | 2023

DC BEEKEEPERS ALLIANCE | 2018 - 2021

KINGMAN ISLAND BLUEGRASS & FOLK
FESTIVAL | 2019

WORK EXPERIENCE

MANAGING DIRECTOR, FINANCE & SYSTEMS CONTINUED

01/2021–10/2022 | Tanager, DC

- Daily financial management & oversight of all finance & accounting functions for \$10.5M annual revenue, supervised & mentored 10-15 professionals

SENIOR DIRECTOR, ACCOUNTING & SYSTEMS

05/2015–12/2020 | Tanager, DC

- Increased staff autonomy & overall compliance by leading development of policies & tools for process streamlining & addressing root cause inefficiencies while engaging key staff to evaluate effectiveness & appropriateness
- Identified operational gaps & opportunities to implement solutions driven by analysis & centered on effective collaboration to increase staff's professional growth, development, & engagement
- Established an internal accounting department improving application of policies, procedures, & controls, minimized consultants & lowering indirect expenses, unallowable costs, overhead costs & reduced the time for month-end close by 45%
- Daily financial management & oversight of all finance & accounting functions for \$3M (2015) to \$6.5M (2020) annual revenue, supervised & mentored 4-15 professionals

STAFF ACCOUNTANT

10/2013–09/2014 | Carolina Technical Plastics, NC

- Managed \$32M annual accounts receivable for 2 manufacturing plants
- Resolved 2 years of accounts receivable backlog in 3 months allowing management to pursue \$5 million in overdue accounts