

AMRI N. MCCAULEY, CPA

amccaull@comcast.net

(901) 825-6955

EDUCATION

Master of Science: Accounting, Rhodes College, Memphis, TN, May 2020 **GPA: 3.75/4.0**

Bachelor of Arts: Business concentration Accounting; Minor: English, Rhodes College, May 2019 **GPA: 3.33/4.0**

Certified Public Accountant, Active License, Expires December 31, 2025

WORK EXPERIENCE

Involve LLC, Property Accountant, Memphis, TN, August 2020-March 2022

- Completed bank reconciliations, performed cash management for 20 multi-family residential properties using Yardi software
- Reviewed and committed client bills to Accounts Payable for payment
- Reviewed and compiled monthly financial reports in Yardi for clients and regional managers
- Served as contact for clients, regional and onsite property managers, and utility companies
- Attended meetings at month end to discuss properties' expenses and revenues with regional and onsite management
- Served as primary contact and provided information to auditors during financial audits of properties
- Assisted in maintaining applicable paperwork to ensure that properties maintained HUD status
- Completed projected financial position of HUD properties in anticipation of government shutdown
- Assisted in the transition of incoming and outgoing clients

Rhodes College Finance Office, Accounting Intern, Memphis, TN, June 2019-March 2020

- Compiled Concur expenditure reports and bank statements for approval and reporting
- Audited employee Concur expense reports to ensure appropriate use of college funds
- Entered invoice payments into P-Card section in Concur System
- Reviewed and posted journal entries
- Accounted for and transported deposits to administrative office
- Scanned invoice approval forms and receipts into system
- Supported the transition to new Workday resource management system

National Civil Rights Museum, Finance Intern, Memphis, TN, January-April 2019

- Assisted in generating month-end financial reports
- Entered general ledger journal entries using Blackbaud Financial Edge NXT cloud accounting software
- Prepared monthly bank reconciliations and identified unclaimed funds through the escheatment process

Rhodes College Campus Safety Office, Student Assistant, Memphis, TN, May-August 2018

- Monitored office operations and switchboard to provide support to students and faculty
- Operated dispatch radio to maintain constant communication with Campus Security Officers
- Provided transportation for students and faculty in need of on-campus support

Rhodes College Mail Center, Student Mail Processor, Memphis, TN, May-August 2017

- Maintained presence in mailroom to assist customers with mail pickup and shipping
- Responsible for mail check-in, sorting, and departmental deliveries

PMC Biogenix, Administrative Assistant, Memphis, TN, June 2015-August 2016

- Served in the administrative office to provide employees with clerical assistance and safety supplies
- Audited Occupational Safety and Health Administration training records of 185 hourly employees
- Updated employee records and organized archives