

# ZILONG (MONICA) LIN, CPA

Lecturer  
Department of Accounting  
College of Business  
Eastern Washington University  
Email: [zlin2@ewu.edu](mailto:zlin2@ewu.edu)

## HIGHLIGHTS

- Certified Public Accountant (CPA) in the State of Washington
- Multiple years of college level teaching experience in accounting
- Multiple years of progressive experience in financial accounting, including accounts receivable, accounts payable, payroll, bank reconciliation, general ledger function, month end close, and financial statements.
- Solid knowledge of GAAP, FASB, and IAS.
- Proficient in MS office applications, very skillful with Excel.
- Experience with accounting system implementations.

## CAREER AND EMPLOYMENT EXPERIENCE

**Fall 2015 – present. Lecturer in Accounting;**  
**Winter 2014 – Summer 2015. Quarterly Faculty Member**  
**Department of Accounting**  
**College of Business and Public Administration**  
**Eastern Washington University (Cheney & Spokane, WA)**

- Courses taught: ACCT 251 Principles of Financial Accounting  
ACCT 252 Principles of Managerial Accounting  
ACCT 356 Cost Accounting I

**02/2013 – 05/2013. Senior Loan Accountant.**

**Sallie Mae (Reston, VA.) A leading financial service company specialized in education loan.**

- Managed multiple Student Loan portfolios (about 20) including both CLASS and externally serviced loans. Maintained controls of loan assets.
- Prepared monthly general ledger account reconciliations for all portfolios; updated the PeopleSoft Tracker component and ensured timely follow-up and resolution to reconciliation variances.
- Reviewed and approved monthly third party servicing fee invoices in compliance with their servicing contract. Ensured that payments are executed promptly.
- Analyzed and interpreted large income adjustments related to the quarterly ED 799 billings.
- Reviewed and prepared payments for Consolidation Loan Rebate Fees in compliance with the Department of Education regulations.

**07/2010 – 01/2012. Controller.**

**Quality Food Services (Germantown, MD.) A supermarket specialized in international grocery with three stores and up to 200 employees in DC area.**

- Responsible for overall accounting department work. Set up accounting system, working procedure, reimbursement policy, petty cash account and usage policy.
- Set up accounts receivable procedure, cash and petty cash handling and working procedures, and document filing.

- Set up accounts payable procedure, such as weekly payment process, document keeping. Setup vendor files. Managed weekly check runs. Made sure payments were within credit term, no early payments, no past due penalty.
- Set up sales tax filing procedure. Made sure it is filed and paid accurately on time
- Managed cash flow, setup and prepared near future cash needs budget. Managed 9 checking accounts.
- Managed weekly payroll process (payroll was outsourced). Applied all related tax IDs from state and federal departments of taxation. Set up payroll general entry sheet. Made sure payroll process on time, and accurate.
- Represented the company in dealing with outside parties, such as governmental agencies, banks, vendors and employees. Worked with vendors to create payment plan for aging A/Ps. Built good relationship with bank and vendors.
- Reconciled all balance sheet accounts. Prepared month-end adjusting entries.
- Prepared monthly financial statements based on management's requirements
- Trained new accounting staffs (3 A/Ps, 2 A/Rs, 2 payroll coordinators and 1 general ledger).

**09/2009 - 05/2010. Staff Accountant.**

**Electronic Consulting Services (Falls Church, VA.) A mid-sized government contractor.**

- Responsible for overall A/P related work, such as analyzing vendor invoices with purchase orders, recording and processing payments on a timely basis.
- Recorded subcontractor's costs, reconciled with subcontractor's invoices; checked travel expenses reports, made sure company's policy being followed and standard per diem rate being used; recorded other miscellaneous invoices.
- Contacted vendors; maintained vendor files; and maintained purchase orders.
- Deposited checks, and entered cash receipts. Reconciled payments with billing invoices. Updated cash flow file.
- Managed fixed assets files.
- Reconciled travel advance account and accrual expense accounts, made proper adjusting entries.

**04/2008 - 09/2009. G/L Accountant.**

**Coleman Power Sports (Falls Church, VA.) A motorcycle retailer with two stores in VA.**

- Reconciled balance sheet accounts including cash accounts and inter-company accounts, sub-ledger to general ledgers. Conducted variance analysis and made adjusting G/L entries.
- Helped with month-end close, prepared month-end standard entries, budget accrual entries and recurring entries.
- Helped in preparation of financial statements; researched on questions encountered.
- Calculated and filed sales tax return, furnished 1099 form, and calculated sales person commission.
- Prepared monthly industrial report (LEMCO).
- Other related work, including furnished form 1099s, reconciled monthly parts and accessories vendor statement with general ledger. Helped other temporary work assigned by controller.

**SERVICE ACTIVITIES**

- 2018-present. Treasurer, Spokane Badminton Club
- Fall 2016-present. Member, EWU University Advisory Committee for Chinese Students and Scholars.
- Fall 2016-Spring 2017. Member, Website Design Committee, College of Business and Public Administration, EWU
- Spring 2016. Conducted assessment of student learning outcomes.
- Fall 2015-present. Served as reference and wrote recommendation letters for many students.
- 2013- 2016. Volunteer bookkeeper. KYRS Thin Air Community Radio Station, a Spokane based nonprofit organization. Helped in keeping financial records, processing payroll, reconciling bank statements, and filing federal tax.

## **EDUCATIONAL BACKGROUND**

- **Master of Professional Accounting.**  
Eastern Washington University (Spokane, WA)
- **B.A. in Library Science.**  
Northeast Normal University (Changchun, China)

## **COMPUTER SKILLS**

- Proficient in Microsoft Access, Excel, Word, and PowerPoint.
- Experience with a variety of accounting software packages, such as Deltek GCS Premier, Light-speed, Peachtree Quantum, and QuickBooks.