

Clare Frick

[REDACTED], MI
[REDACTED] | [REDACTED] |

EDUCATION EXPERIENCE

Walsh College, Troy, MI

January 2018 - March 2020

Bachelor's of Business Administration, Major in Management, Minor in Finance
3.78 GPA, Honor's List for all semesters

Macomb Community College, Warren, MI

November 2015 - May 2018

Associates of General Studies
3.67 GPA, Dean's list for all semesters

Michigan School Business Official School Payroll Specialist Certified, April 2023

Michigan School Business Official CFO Certification expected June 2025

Oakland County Business Official Member

EMPLOYMENT EXPERIENCE

Madison District Public Schools, Madison Heights, MI

Finance Controller

July 2023-Current

- Promoted to controller while still assuming all payroll responsibilities below
- Complete all yearly reporting such as FID, Grant FERs, SE4094, SE4096, SAM, Qualifying Statement, Annual Disclosure, etc.
- Enter and categorize accounting journal entries and cash receipt deposits for district to the appropriate accounting codes according to the Michigan 1022 Accounting Manual
- Ensure compliance with Michigan Department of Education, State and Federal laws regarding grant funding and expenditures
- Manage and stay current with all relevant policy, procedure and compliance within GASB and GAAP for the all District Finances.
- Complete all MILAF bank transfers and maintain monthly bank reconciliations
- Maintain and lead all related yearly single and major audits required by multiple state and federal municipalities
- Assist Director of Finance with creating original and budget amendments
- Complete quarterly reports including MiWAM Unemployment, Medicaid, and Federal 941
- Responsible for applying for grants in Nexsys, MEGS, and GEMS/MARS
- Responsible for maintaining grant expenses and fund requests in Nexsys
- Responsible for all grant final expenditure reports for Federal, State, County, and local grants
- Assist the Director of Finance with creation of annual L-4049 tax form
- Prep monthly financials for board of education meetings
- Manage FMLA for all employees

Accounting Specialist-Payroll and Benefits

January 2022-July 2023

- Entered and classified payroll hours and tax deductions for over 150 employees bi-weekly through BusinessPlus Powerschool for hours worked, stipends, overtime, pension and other deduction adjustments biweekly
- Acted as the primary contact for employee questions and issues regarding payroll and benefits districtwide
- In charge of yearly open enrollment for benefits through MESSA insurance

- Calculated and paid bi-weekly, monthly, and quarterly state and federal payroll taxes and state ORS pension contributions
- Reconciled ORS pension deductions for each bi-weekly pay
- Paid all payroll expenses including Federal and State Income Tax, health saving accounts, 403b deductions and employee garnishments
- Created all year end reports including W2's, 1099's, ACA 1095-C's, and submitted to the State and IRS
- Manage, reconcile, and approved Edustaff third party contractor invoices
- Maintained compliance with Michigan Department of Education, State and Federal laws regarding payroll expenditures
- Maintained all electronic payroll forms through Frontline Central

McQueen Financial Advisors, Clawson, MI

July 2020 - December 2021

Financial Analyst

- Downloaded, converted, and mapped data including loans, deposits, investments, and borrowings with an advanced understanding of Excel and Salesforce
- Ran in-depth regulatory reporting for interest rate risk, including net interest income, net economic value of equity, and other shock tests quarterly for banks and credit unions
- Assisted team with preparing quarter end reports including personalized concentration risks, assumption stress testing, back testing, prepay studies, and core deposit studies
- Estimated expected lifetime credit losses for loans with the current expected credit loss (CECL) model
- Regularly communicated with CFO's and CEO's of various credit unions and banks around the U.S.

ELM Learning, St. Clair Shores, MI

August 2016 - July 2020

Accounting Clerk- Accounts Payable

- Accurately reconciled expenses into appropriate cost centers in Quickbooks along with keeping track of accounts payable due dates by analyzing invoices daily
- Managed the year-end tracking of subcontractors to produce accurate 1099's for tax purposes
- Tracked invoicing milestones for projects, communicating with the project management team and accounting department in order to invoice clients accurately and in a timely manner
- Assisted with month, quarter, and year end reports by reconciling company credit cards, bank accounts, individual project expenses, and individual cost centers
- Worked in Salesforce managing project invoicing details including tracking invoice dates, payments received, and project expenses
- Kept track of due dates and paid individual vendors and subcontractors through Paypal, Quickbooks online, paper checks, etc. according to pay cycle due dates