

Eric W. Daniels

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Professional Summary

Dynamic financial and administrative professional adept at directing complex projects and leading high performance teams to complete key financial initiatives.

Skills/Expertise

- Established, controlled, and audited all finance and accounting systems.
- Prepared and distributed reports and financial statements to provide the Controller and Accounting Departments staff with the adequate information for management, status of funds, schedules and budget purposes.
- Planned, developed, and implemented changes to finance and accounting systems, which supported the overall, mission and took advances in productivity and efficiency.
- Trained staff on the general Ledger systems in all areas of financial management.
- Examined, controlled and commercial accounts, non- appropriated fund, and other vouchers and claims.
- Record disbursement, receipt, and deposit of clients funds
- Prepared, consolidated, and analyzed financial data and management information systems reports to the treasurer and financial analysts in support of the Planning, Programing, Budgeting and Execution System (PPBES) process

Academic and Professional Trainings

1. **Master of Business Administration: Accounting/Management, 2013**, Assumption College Graduate School of Business Management - Worcester, Massachusetts
2. **Bachelor of Arts in Accounting:** 1997, University of Liberia Business College Monrovia, Monsterrado County
3. High School Certificate: 1985, St. Marys' Catholic High School Bushrod Island, Monrovia, Liberia
4. **H/R: Block Tax Preparation certificate, 2014** Worcester, Massachusetts

Experience

NEEDS INC

January 2016 to June 2018

Program Coordinator

Tewksbury, MA

- Oversight of all operational systems, budgets and financial planning of the program.
- Submissions of staff payroll and timesheets
- Coordination and supervision of all daily operations of assigned programs sites.
- Design and implementations of all education and clinical programs of assigned clients.
- Design implementations training of all educational and clinical programs.
- ISP development reporting and monitoring supervision and evaluation of staff.
- Meeting with funding sources and other partners.
- Reporting on program progress and other organizational needs
- Evaluating staff performances on a monthly, quarterly and yearly basis.
- Implementation of program strategic goals and objectives.
- Schedule and monitor all individuals' medical appointments. Monitor all financial records and bank balances of all individuals
- Conduct risk assessment of the program to ensure that staff are adhering to company overall policies

Key Program Inc.

January 2007 to June 2018

Program Supervisor

Worcester, MA

- Supervise day-to-day operation of adolescent male group home.
- Manage Regional program and staff on various activities including budgeting, recreation, documentations, treatment notes.
- Assist in all aspects of program management, clinical coordination, administrative and continuous quality improvements (CQI), and revenue and budget expenditures.
- Responsible for recruiting, orienting, training and supervision of twelve staff members
- Oversight of all aspects of -staff performance; performance evaluation, progressive discipline, mediation of staff disputes and grievance procedures in accordance with agency policy and procedure.
- Collaboration with various state agencies; Department Of Social Services, Department of Youth Services, Executive Office of Public Safety, Juvenile Probation

Advocates Inc.
2016

January 2011 to November

Program Manager

- Oversight of all operational systems, budgets and financial planning of the program.
- Submissions of staff payroll
- Coordination and supervision of all daily operations of their assigned programs sites.
- Design and implementations of all education and clinical programs of assigned clients.
- Design implementations training of all educational and clinical programs.
- ISP development reporting and monitoring supervision and evaluation of staff.
- Meeting with funding sources and other partners.
- Reporting on program progress and other organizational needs

The International Trust Company Bank
Supervisor, General Ledger
Accounting Department
Monrovia, Liberia

January 1998 to January 2000

- Analyze all journal entries submitted for input into the general ledger and provide corrective entries if necessary.
- Supervise all Staff of the general ledger section.
- Prepare monthly Depreciation schedules.
- Prepare monthly financial reports (Balance sheets, Income statements, Statements of cash flows, Consolidation statements).
- Prepared and distributed reports and financial statements to provide the Controller and Accounting Department staff with adequate information for management, status of funds, schedules and budget purposes.
- Planned, developed, and implemented changes to finance and accounting systems, which supported the overall, mission and take advantage of advances in productivity and efficiency.
- Trained staff on the General ledger systems in all areas of financial management.
- Preparation of annual cash flow schedule to the Maritime Program of the Liberian shipping registry for presentation to the Government of Liberia

The International Trust Company Bank
Financial Analyst (Accounting Department)
Monrovia, Liberia

January 1996 to January 1998

- Analyzing the Demand Deposits Accounts of Banking Transactions
- Preparation of Account Payable, Accounts receivable Schedule
- Analyzing all tellers' proof sheets of banking deposits and withdrawals.
- Developed financial analysis reports and presentations by applying acquired financial principles.
- Streamlined spending analysis to a more accurate, efficient and automated process.
- Collaborated with the compliance department to eliminate procedural errors and margin breaks.
- Assessed clients' financial situations to develop strategic financial planning solutions.
- Reconciled debit reports, margin reports and trade settlement reports to reach in-house goals and objectives.

Interests

- Basketball, Soccer, Movies, Reading Business magazines, Philanthropy, Gospel Music and preaching, listening to traditional Music
- Continuing Education Community social and political activities
- Former President, New Kru Town Association in America (Two terms)
- Former President, African Catholic Community in Worcester, Massachusetts
- Regional Chairman, CDC New England Chapter, USA
- Founding Member, CDC USA
- Member of the Ancient and Noble Order of the Knights of St John International
- Chairman African Catholic Community 2010-2012
- Deacon, Christ Center of Praise Full Gospel Ministries, USA
- Member National Basketball Team of Liberia 1988-1999
- Member Invincible Eleven Triple Champion 1996, 1997, 1998