



Jennifer Tuttle

Accounting Manager | Consensus Building Institute, Inc.
| E-mail jtuttle@cbi.org

PROFESSIONAL SUMMARY

- Nearly two decades of experience in various accounting roles, focusing on not-for-profit financial reporting, budgeting, general ledger management, and audit process management.
- Expertise in fund accounting, grant management, and compliance with not-for-profit accounting standards.

EXPERIENCE

2023 – present	Consensus Building Institute <i>Accounting Manager</i>	Remote
2019 – 2023	Accounting Consulting <i>Not-For-Profit Private Consultant</i>	Indiana
	<ul style="list-style-type: none">• Consult on detailed process analysis, process improvement, and process documentation• Provide support for in-house employees on accounting standards and compliance, audit preparation, and software transaction entries/adjustments• Complete month, quarter, and year-end reconciliation of investments and annual calculation of spending policy for endowments	
2017 – 2018	LaGrange County Community Foundation <i>Executive Director</i>	LaGrange, IN
	<ul style="list-style-type: none">• Managed all administration, programs, and strategic planning of the organization with monthly reporting to the BOD• Developed key relationships resulting in highest level of donor contributions in previous five years• Evaluated and implemented processes to ensure compliance with all regulatory agencies	
2010 – 2011	Silgan Plastics <i>Accounting Manager</i>	Ligonier, IN
	<ul style="list-style-type: none">• Managed all capital expenditure projects to ensure adherence to capital budget plan and documented all elements of fixed assets• Performed variance analysis on capital budget, performance analysis on production, and report findings to upper level management• Managed payroll for 300+ union & non-union employees using Kronos• Oversight of three employees in the areas of A/R, A/P, and inventory control	

2006 – 2017 LaGrange County Community Foundation LaGrange, IN
Financial Officer

- Planned, implemented, and evaluated operational budget with monthly variance analysis and financial statement reporting to the Executive Director and the Board of Directors
- Managed oversight of investments and financial planning for operational cash flow needs, account reconciliation, and stock transfers
- Successfully planned for and managed all aspects of the annual audit including key controls testing, information management system module comparison analysis, and administration of documents for financial statements and tax return
- Created processes and controls to mitigate risk and provide reporting analysis to ensure organizational sustainability
- Created and maintained excellent rapport with donors, fund representatives, and vendors

2006 – 2017 Morgan Olson Sturgis, MI
Access DB Consultant

- Built Quality Management database for defect tracking & reporting resulting in decreased number of defects, lowering the cost of quality
- Built Incident Tracking database to identify safety issues and, ultimately, decrease worker compensation claims and provided data-mining opportunities for analysis
- Created user-friendly graphical interface to run requested commands and included detailed reporting options that drill down and identify common issues

EDUCATION

2020 Bethel University Mishawaka, IN
MBA

2004 Indiana University South Bend South Bend, IN
B.S. in Business

KEY SKILLS

- Financial analysis and reporting
- Risk management processes
- Donor/fund representative relations
- Financial internal control management
- Advanced computer skills
- Written & verbal communication