

Ian Webster

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- OBJECTIVE** To obtain a challenging position in general accounting/financial analysis/business management, in a non-profit environment
- EDUCATION**
- Oklahoma State University, Stillwater, OK*
B.S. in Business Management
2.53 Cumulative G.P.A. on a 4.0 scale
- University of Cincinnati, Cincinnati, OH*
CPAP Program (CPA Preparation) (Non-Degree Program)
3.41 Cumulative G.P.A. on a 4.0 scale
Dean's List, College of Business, Summer 2009
Relevant Courses: Not-for-Profit Accounting, Fraud Examination, Intermediate Accounting I and II, Accounting Systems and Procedures, Taxation Accounting
- EXPERIENCE**
- City of Cincinnati, Income Tax Department, Cincinnati, OH
December 19th, 2016 to Present
Tax Examiner
- Analyze and process Cincinnati city tax returns, whether for individuals or businesses (income tax and employee withholding reconciliations)
 - Assist taxpayers with tax-related questions through phone inquiries
 - Periodically review and learn of changes to city, state, or federal tax code, and consider effects those changes can have on a taxpayer's city tax return, and communicate this to taxpayers during phone inquiries. We are not required to do this, but ultimately, taxpayers are appreciative of the additional information.
- University of Memphis, Grants Accounting, Memphis, TN
May 20th, 2013 to July 26th, 2016
Grants and Contracts Specialist II
- Responsible for post-award accounting duties on approximately 125 to 150 grants/contracts/subawards, with emphasis on the NSF and USGS, as well as some NIH awards. Also, several grants and contracts from the state of Tennessee
 - Duties include account setup in Banner, in order for department business representatives to reflect cumulative project expenses; invoicing of grants regardless of frequency with which to do so; close out duties when a grant's award period concludes, including issuing a final invoice; budgeting assistance administered to professors, when needing help or advice on spending out their funding; approval/posting of cost transfer vouchers; revision of employee salary splits, when applying their committed percentage of effort to a grant; performing redistributions of employee's previous months' effort when setting up a new grant, to properly reflect effort devoted to that particular project; setup and funding of cost share accounts; end-of-year accrual entries when needed; residual balance calculation and transfer to department accounts; general assistance to academic departments, in terms of grant funding rules and regulations;
- University of Cincinnati Sponsored Research Services, Cincinnati, OH
January 18th, 2010 to May 10th, 2013
Grant Administrator II
- Responsible for post-award duties on approximately 200 grants/contracts/subawards, awarded by various federal (NIH, NEH, NRC, VA, DOJ), state, local, and private sponsors (non-profits, universities, etc.)
 - Duties include award setup in SAP (accounting system used by UC); approval of cost transfers between grants, or otherwise; monthly/quarterly invoicing on grants that require such, as well as

quarterly or semi-annual financial reports; close-out duties when an award ends (confirmation of expenses, reconciliation of F&A cost, labor history verification, etc.); also there are times when the personnel of the different departments need assistance with completion of the different forms required for the duties we perform, like account creation or cost transfers

MISCELLANEOUS

Intermediate Expertise of Civica AuthorityTax software
Intermediate Expertise of SAP Accounting software
Intermediate Expertise with Banner Accounting software
Extensive knowledge of OMB A-21, A-110, and A-133
Familiarity with Uniform Guidance