

William Cook

[REDACTED] | Eureka, California 95501
william.cook@humboldt.edu | [REDACTED]

Objective

To obtain a volunteer seat on the Humboldt County Audit Committee.

Professional Experience

June 2015 – Present

Compliance Officer and EEO Coordinator, Arcata, CA
Cal Poly Humboldt | Sponsored Programs Foundation

As the Compliance Officer for Sponsored Programs Foundation (SPF) one of my primary responsibilities is working annually with our financial statement auditors as well as any funder audits, desk reviews, etc. The Single Audit is one of our most important reports and SPF has qualified as a low-risk auditee since 2016.

I work with all our team members and campus departments to ensure that our internal controls are effective, up to date, and not an administrative burden. I have served on our auditor RFP each time it comes up for renewal. Evaluating effective and qualified auditors is an important check and balance.

2013 – 2015

Fiscal Coordinator, Eureka, CA
Humboldt Domestic Violence Services (HDVS)

Responsible for all financial reporting for this 501(c)(3) nonprofit. Full charge accountant: preparation of accrual financial statements, payroll and related reporting, accounts payable and receivable, account reconciliations, and working directly with our independent auditor (CPA) during the financial statement audit. Assisted with grant applications, and budget creation implementation and tracking.

2011 – 2014

Staff Accountant, Eureka, CA
Steven L. Harris, CPA

Prepared federal and state tax returns for individuals, businesses, partnerships, corporations, nonprofits, and trusts. Responsible for various research tasks.

2007 – 2010

Staff Accountant, Eureka, CA
Hunter, Hunter, & Hunt, CPAs

Prepared federal and state tax returns for individuals, businesses, partnerships, corporations, and nonprofits. Audit experience includes working on audits, reviews and compilations. Prepared various payrolls, including prevailing wage payrolls. Routinely performed bookkeeping duties, bank account reconciliations, maintained general ledgers, and various research projects.

Education

2007

Cal Poly Humboldt, Arcata, Ca
Bachelor of Science in Business Administration | Accounting
Graduated with honors, cum laude.

Relevant Skills

Proficient in Microsoft Word, Excel, PowerPoint, Google Docs, Adobe, PeopleSoft and myriad software programs. I have extensive experience creating and updating policies and procedures, while considering internal risks and administrative burdens. I have become a subject matter expert in 2 CFR 200 – Uniform Grant Administration and policy and procedures relating to procurement, Federal effort reporting, and financial conflicts of interest.

Professional Presentations

August, 2023 **NCRUA Annual International Conference | Washington D.C.**

I co-presented with a colleague from NY University. We created and presented the content of our presentation titled, “How to Eliminate Administrative Burden in Effort Reporting and Still Pass Audit”.

March, 2023 **NCRUA Financial Research Administrators Conference | Las Vegas, NV**

I co-presented with a colleague from NY University. We created and presented the content of our presentation titled, “How to Pivot Away From OMB Effort Reporting”.

References

Kacie Flynn, Executive Director
Cal Poly Humboldt | Sponsored Programs Foundation

1 Harpst Street | Arcata, CA 95521

kacie.flynn@humboldt.edu

Connie Stewart, Vice President
Cal Poly Humboldt | University Advancement

1 Harpst Street | Arcata, CA 95521

connie.stewart@humboldt.edu

Scott Hunt, CPA/ABV, Partner
Hunter, Hunter, and Hunt, LLP

| Eureka, 95503

scott@hhh-cpa.com