

Eric Jokipii

40 Aviation Rd., Apt. 113, Albany, NY 12205

(631) 459-1930 ~ ericmjokipii@gmail.com

Dear Recruiter:

It is with great pleasure that I am seeking to secure this position. I am a graduate of Siena College, Loudonville, NY. I am currently working at the New York State Department of Education as a Temporary Accountant I.

As an accountant at the New York State Department of Education, I analyze and process important grant transactions for the Grants Finance division. I communicate with employees across the grants department while I work on grants from multiple years and for various education organizations. I have been able to learn the components of the office quickly while I have worked with various parties on multiple assignments.

In the Siena business capstone course Organizational Strategy I made important financial decisions about companies from case studies. Through the financial analysis of diverse companies, such as Facebook and a small Canadian art gallery, I identified the best financial decisions for their future. My team and I used teamwork to effectively communicate our decisions and the financial implications.

My previous positions and leadership experience will enable me to successfully complete the duties of this position. Please contact me if you have any questions or comments. I would welcome the opportunity to discuss in more detail how my qualifications and personal desire to excel would best meet the needs of your company. Thank you for your time and consideration of my application.

Sincerely,

Eric Jokipii

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Education

Siena College, Loudonville, NY

Bachelor of Science, Accounting, 2015

GPA 3.14/4.0

Relevant Experience

Accountant I (Temporary), **NYS Department of Education**, Albany, NY, Feb. 2017 - Present

- Temporary position for Grants Finance Division
- Reconciled multi-year grants
- Inserted, adjusted, and deleted grant contracts and budgets in the Statewide Financial System
- Conducted internal control testing

Accounting Intern, **NYS Department of Transportation**, Albany, NY, Sep. 2014 – Dec. 2014

- Assisted in data validation of employee travel profiles
- Audited 250 traveling employees expense accounts
- Assisted the integrated accounting unit with research for record validation when errors were detected
- Analyzed reports identifying possible department changes due to the Statewide Financial System upgrade
- Developed a spending analysis for a sample of purchase orders and contracts using a data warehouse and Microsoft Excel

Development and Fundraising Intern, **American Red Cross of Northeastern New York**, Albany, NY, Sep. – Dec. 2013

- Researched and summarized grant opportunities
- Supported special event planning and execution

Intern, **World Trade Center Medical Monitoring and Treatment Program**, Islandia, NY, June – August 2011

- Marketed a book and movie through social media that depicted the stories of 9/11 responders
- Transferred hard copy medical records onto an electronic medical data program

Other Experiences

Cashier, King Kullen, Huntington Station, NY, August 2016 – January 2017

- Collaborated with bookkeeper to record transactions of cash drawer
- Assisted customers with transactions

Selected Activities at Siena College

Co-Coordinator, **Volunteer Income Tax Assistance (VITA) Program**, Fall 2013 – Spring 2015

Columnist, **The Promethean**, Fall 2013 – Spring 2015

Committee Member, **Student Events Board**, Spring 2013

Organization Memberships

AICPA, IMA, and NYSSCPA

Computer Skills

Proficient: Microsoft Word, PowerPoint, Excel, and Outlook

Familiar: Microsoft Access