

STEPHANIE ZILL

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## BUSINESS MANAGER/CPA

with comprehensive experience in exempt and for-profit organizations.

### CAPABILITIES

Accounting	All functions including payables, billing/receivables, payroll reporting.
Finance	Planning, cash management, budget projections, statistical analysis.
Tax	Return preparation, review, external audits.
Senior Management	Mission, strategy, and policy advice to Management and Board.
Systems	Software, including upgrades. Information structures for financial, tax, and other reporting.
Banking	Relationships with banks and institutions throughout the financial services industry.
Risk	Liability management, insurance.
Contracts	Negotiation, review, and administration.
Assets	Acquisition and financing of real estate, equipment, inventories, other assets.
Investments	Planning, acquisition, and management. Portfolios, estates, trusts.
Business Services	Management of administration, operations, and human resources including benefits.

### STEPHANIE ZILL ACCOUNTING

Business Manager providing full spectrum accounting and tax services for non-profit clients.

- Financial statement preparation and review, cash flow statements and budgets.
- Investment strategies and asset management.
- Tax planning and preparation.
- Real estate and asset purchase negotiations, financing and contracts.
- Insurance evaluation, including coverage and cost.
- Professional relationships with legal, banking, investment, financing, and insurance professionals.

PROVIDENT FINANCIAL MANAGEMENT, Santa Monica, 2000–2010

Manager (2002–2010), Accountant (2000–2002)

Provident Financial manages business and financial matters for high-net worth individuals in the music, motion picture, television and sports industries. Engagements encompass clients' affiliated entities, including corporations, partnerships, foundations and trusts.

**UNIVERSAL WAREHOUSE COMPANY, Long Beach, 1997–2000**

Finance Manager. Met challenges associated with the finance and reporting needs of the company's trucking, container yard, and warehousing businesses. Developed systems and internal controls. Prepared monthly financial statements and budget projections. Analyzed software needs, equipment acquisition proposals, and risk/liability needs. Negotiated insurance coverage. Oversaw internal audit of financial statements. Set up 401K plan.

**INI ENTERTAINMENT GROUP, INC., Los Angeles, 1987–1997**

Executive Vice President, Accounting and Administration. Provided accounting and administrative services to international distributor of content ranging from full-length feature films to animated short subjects. Responsible for Accounting/Finance, Administration, and Human Resources. Designed and implemented procedures for contract administration, product inventory reporting, traffic coordination and administrative support.

**THELEN, MARRIN, JOHNSON & BRIDGES, Los Angeles, 1980–1987**

Accounting Manager. Set up in-house accounting department for Los Angeles office of San Francisco-headquartered law firm. LA office was predominantly engaged in civil litigation cases for major clients including Bechtel, Kaiser Permanente, and American Standard. Supervised billing, payables, and receivables.

**Exempt Organizations: Board membership and volunteer positions**

**AMERICAN WILD HORSE PRESERVATION CAMPAIGN, 2015 – PRESENT**

Board Member and Treasurer. Advises on accounting and financial policy and procedures for coalition dedicated to preserving American wild horses and burros in viable free-roaming herds for generations to come, as part of our national heritage.

**CENTER FOR BIOLOGICAL DIVERSITY, 2009–2023**

Board Member and Treasurer for advocacy group working on environmental issues. The Center for Biological Diversity works to fight toxic pollution in our air, water and wildlands and preserve habitat for imperiled plants and animals.

**BEVERLY VERMONT COMMUNITY LAND TRUST, 2008–2009**

Board Member and Treasurer for community land trust. The land trust advances the eco-village concept that strives for economic and social sustainability in the urban environment.

**LA VOICE , 2005-2006**

Homeless Task Force Member. Worked to secure permanent supportive housing to serve the Hollywood homeless community. Assisted by the Community Redevelopment Agency, LA Voice identified and acquired a suitable property and gained public support for construction of the "Villas at Gower" project located in Hollywood.

#### ISAIAH HOUSE PROJECT, ST. VICTOR'S CATHOLIC CHURCH, 2004–2005

Founding Member. Worked on planning committee to develop a small-scale transitional housing facility. Partnered with members of St. Vincent de Paul to assist the homeless population served by St. Victor's. Filed incorporation documents and secured non-profit status. Our efforts resulted in a residential program that continues to operate in the Hollywood area.

#### STEP UP WOMEN'S NETWORK, 2003–2004

Board member and Treasurer. As Treasurer, facilitated transition from volunteer to professionally managed organization. Implemented financial procedures for outreach and mentoring programs, fundraising events, membership drives, and grants. Presented reports and financial statements to the Board. Prepared IRS Form 990 as well as all related filings.

#### CERTIFICATIONS/MEMBERSHIPS

Certified Public Accountant in California and Arizona