

**Frank H. Situmorang- MBA**

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**PROFESSIONAL SUMMARY**

**Finance Professional and Analyst** with several years of experience in a broad spectrum of functions including budget preparation, project costing, forecasting, project management and implementation. Holds a Master's degree in Business Administration with emphasis in Corporate Finance.

**Key Skills**

- Accounting & Financial Analyst
- Budget preparation and forecasting
- Financial Statement preparation
- Growth & Strategy Development
- Financial Modeling
- Tax Planning
- **Languages:** Fluent in English, Indonesian (Native) French (Beginner)
- **Computers:** MS Word, Excel, PowerPoint, Publisher. MS Access Database programmer
- **Accounting Software:** Foxpro, QuickBooks, ERP, Pro Series 2000 software

**PROFESSIONAL EXPERIENCE**

**Loma Linda University**, California, USA

**Housekeeper**

**11/2014 – Present**

- Clean up & Mop Rest Rooms, Vacuum and Trash, Dusting class rooms and offices.
- Created and installed Supplies Inventory System for Housekeeping using MS Access
- Record Supplies in and out of the inventory using the MS Access Database

**Loma Linda Indonesian SDA Church**, Redlands, California, USA

**Treasurer of the church**

**01/2024 – Present**

- Oversee church financial records, ensuring compliance with board policies.
- Collect offerings each Saturday and Midweek Prayer Meeting and other prayer meetings
- Keep accurate records of all church receipts and expenditures using Jewel Church Accounting Software.
- Ensure timely payment of accounts payable
- Remit funds to relevant entities (e.g. To SECC for all Conference Funds)
- Provide itemized financial reports for Official Board Meetings and the church business meeting.
- Advise the Official Board on the church's financial position against the annual budget.
- Represent the church externally to auditors

**H & R, Block Income Tax Company**, California, USA

**Individual Income Tax Return Preparer**

**01/2022 – 12/2023**

- Prepare Income Tax Return of Individual every tax season.
- Prepare and file Amendment and Extension of Individual Tax Return based on the tax payers' circumstances.
- Prepare the 2<sup>nd</sup> look on the last 2 years tax returns of the clients

**Mentone Indonesian - American SDA Church**, Mentone, California, USA

**Treasurer of the church**

**01/2017 – 2020**

- Set up the accounting system of the church using QuickBooks 2017 Accounting Software
- Developed the reports needed by the higher organization Southeastern California Conference of Seventh-Day Adventist (SDA), such as Balance Sheet, Profit and Loss and Cash flow Statements, Fund Balances Statements.
- Handle receipts of all donations and offerings book them properly in the QuickBooks
- Handle payment of all obligations to all vendors and to higher organization of the church.
- Prepare bank reconciliation using QuickBooks
- Prepare and review all Financial Reports of the Church.
- Prepare annual budget that will be approved by the Church Board.
- Prepare Year to Date Financial Performance of the Church that will be printed weekly in the Church Bulletin of the Church.

**Eagle Head Tax Services, Loma Linda, California, USA**

*A Private Tax Service Company with more 1500 clients both Individual and Corporate*

**Individual Income Tax Return Preparer**

**01/2015 – 04/ 2015**

- Prepared and filed individual income tax return for 250 people using Pro Series 2000 Software
- Interviewed clients, reviewed tax documents, entered pertinent information into tax software, prepared and filed federal and multiple states returns on behalf of clients
- Researched tax issues specific to client's circumstances using resources obtained from H & R Block Tax Institute and IRS
- Prepared and filed Amendment and Extension of Individual Tax Return based on the tax payers' circumstances.

**P.T. Kinden Indonesia, Jakarta, Indonesia**

*A Japanese mechanical & electrical contracting company in Indonesia providing construction services to Japanese and national companies in Indonesia; with 250 employees.*

**Finance & Operations Advisor**

**01/2007 – 05/2014**

- Advised the Finance Director on financial and tax matters including evaluation and analysis of financial reports for compliance with the Indonesian regulatory
- Improved time efficiency in preparation of financial statements from 3 days to only ½ day by creating Excel Macro in importing accounting data into Excel Financial Statement format
- Analyzed financial information such as orders, sales, cost of sales, production overheads, general and administrative expenses, to project future revenues or expenses
- Created an MS Access database for supplier accounts payable as well as an Excel macro for client accounts receivable to ensure stronger control on the accounts
- Reviewed accounts payable, accounts receivable, taxes, ledger and journal to create forecasting models for budget preparation

**P.T. Indokomas Buana Perkasa, Jakarta, Indonesia**

*A French Mechanical & Electrical Contracting Company, a branch of Cegelec Alstom in Paris, France*

**Chief Finance Officer (CFO)**

**08/1997– 11/2006**

- Led a team of 3 managers and 12 employees in the Finance & Administration department
- Solved difficult situations in the implementation of CARAT system financial statement during the migration from hard copy to online Financial Statement by allowing the task force to work extra time, resulting in the recognition of the Indonesia's branch as the first one implementing the system
- Developed financial data tool such as What If Analysis, Business Planning, Tax Analysis, to provide accurate information to the CEO, as well as to reach company goal on Key Performance Indicator established by Head Office in France.
- Established and monitored the budget planning and forecasts by coordinating with Marketing and Operations departments
- Improved cash flow by reducing A/R days from 50 to 32 and negotiating average A/P terms from 30 to 60 days

**Exxon Mobil Indonesia Inc, Jakarta, Indonesia**

*Exploration and Producing Oil Company an affiliate of Exxon Mobil, Houston, USA, the highest contributor of profit of USD 1M per day to the Home Office.*

**Financial Accounting Supervisor**

**10/1977 – 09/1996**

- Prepared and interpreted monthly financial statements, forecasts and budget-5-year plan
- Reduced by 30% the approval time for intercompany charges by automation of billing transmittal system
- Supervised 6 individuals in charge of the organization's financial reports, tax plans and policies, accounting systems and practices. Prepared monthly work plans and budgets and investigated budget variances

**EDUCATION**

- Masters in Business Administration (MBA), Indonesian European University, Jakarta, Indonesia
- Bachelor's Degree in Accounting, Adventist Indonesia University, Bandung, Java, Indonesia

**PROFESSIONAL DEVELOPMENT& ASSOCIATIONS**

- Robert- Half - Ontario 's "Prove It" test, the result obtained was above average - March 2016
- Intellectual Property Right Certificate from the Government of Indonesia for creating a church membership database program using MS Access database – April 2009 good for 50 years
- Certificate of Mastering QuickBooks, 2004 thru 2012, online, Oct 22, 2014, New York USA.
- H & R Block Tax Professional I, 2024, California.