



Mary Fraser Surprise

Qualifications Summary

Mary brings over 25 years of accounting, budget, financial statement and reporting experience at hands-on and managerial levels obtained in a variety of industries. Strong background in non-profit, with experience including Federal and State grants management, billing, and reporting. She is proficient in many accounting applications, spreadsheets, payroll, and database software, with high aptitude for quickly learning new computer systems. Demonstrated ability to effectively prioritize, make decisions and solve problems. Highly committed to providing top quality work and building relationships within teams and across organizations.

Core Expertise

• Financial Statement Analysis • Federal & State: Grant & Contract Management, Reporting, Compliance & Billing
 • Non-Profit: Fund & Grant Accounting • Accounting Department Management • Budget Development • Cash Flow
 • Financial Forecasting • Policy & Procedure Development • Software Research • Staff Training • Annual Audits •
 GAAP & Federal Grants Compliance • Month End Closing • Bank & General Ledger Reconciliations • Project
 Accounting • Payroll Processing • HR Administration

Professional History

ASP	Consultant	2023 – Current
FAB (Fraser Accounting/Bookkeeping)	Owner	2021 – Current
The Peregrine Fund	Director of Accounting & HR	2019 – 2021
Valley Family Health Care	Controller	2018 – 2019
A.S.S.I.S.T.	Controller (Part-time)	2018 – 2018
Sustainable Northwest	Controller (Part-time)	2018 – 2018
Pathfinders of Oregon	Director of Finance & Administration	2016 – 2018
Easter Seals of Oregon	Director of Finance	2007 – 2015
State of Oregon, Dept of Transportation	Fiscal Analyst	2000 – 2007

Accomplishments

- Streamlined accounting functions to provide better efficiencies in times of downsizing.
- Set up general ledger and cost centers to improve tracking of business efforts and easier reporting.
- Improved preparation of financial and statistical portions of funding applications to government agencies and other funding sources for non-profit employers.
- Evaluated and selected new accounting systems for several employers who had outgrown their existing systems. Obtained full cooperation and input from stakeholders during the selection process which continued throughout the transition, implementation, and training segments.
- Implemented electronic time-tracking and automated payroll processes to significantly reduce Workers Comp insurance expense, as well as to better link staff efforts with program outcomes.
- Developed and implemented shared and protected electronic worksheets for Balance Sheet GL schedules to replace manual worksheets.

Education / Licenses

- Bachelor of Science (B.S.), Business Administration – University of Phoenix, AZ
- Additional CPA coursework – City University, Seattle, WA

Software

- Abila/Sage/MIP Fund Accounting • Blackbaud/Financial Edge Fund Accounting • ADP • QuickBooks (Desktop, Online, Enterprise) • Paylocity • Microsoft Office