

## **Willow Walker (aka Janice A. Sitton)**

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My goal is to utilize my talents in ways that will benefit individuals, communities, and the environment. My key experience in financial management, project management, and communications is noted below.

### **Financial Management**

- Serve as contract controller for multiple small businesses and nonprofits, handling end-of-month reconciliations, adjusting entries, and financial reporting needs
- Created budgets and financial reports, and interpreted and analyzed financial information for organizational budgets of \$50K to \$1+M per year
- Tracked, managed, and prepared reports for special programs, capital campaigns, and grant income and expenses
- Processed ongoing accounts payables and receivables for 100+ vendors and 500+ customers
- Reconciled bank, credit card, and investment accounts each month for multiple program areas
- Processed payroll for 20+ employees bi-weekly, fulfilling all NC and IRS reporting requirements
- Prepared journal entries to record wages, employee advances, benefits, and tax expenditures processed by external payroll companies
- Created journal entries to accurately distribute pre-paid expenses, make adjustments for year end, tie accounting systems to tax returns, etc.
- Prepared and filed 1099 and 1096 forms for contractors for multiple organizations by 1/31 deadline
- Calculated, filed, and paid sales tax on a monthly basis
- Handled all invoicing and collections for 475+ member Chamber of Commerce
- Proposed and implemented improvements to reduce costs, achieving savings of \$10K – \$50K
- Certified Quickbooks Online Pro Advisor, experience in Blackbaud Financial Edge, and adept at learning new accounting and related systems quickly

### **Project, Event & Team Management**

- Maintained accurate member records including contact database, email distribution lists, web directory, and billing system for 475+ Chamber members
- Planned, coordinated, and executed 2-6+ Chamber events and programs each month
- Interviewed, hired, and managed team of 25+ Volunteer Practitioners and office staff
- Directed material recovery, contractors, budget, and staff for San Jose Zero Waste Event Program
- Created database to track program services and successes for grant writing purposes
- Managed development and marketing for six product lines totaling \$25+M in revenues each year
- Ensured consistent and efficient operation of programs and events, and delivery of services
- Coordinated staff meetings, and recorded and distributed meeting minutes to team members

### **Marketing, Communications & Community Engagement**

- Served as the main outreach and communication contact for multiple organizations
- Solicited sponsorships, individual donors, and grant opportunities to meet financial needs
- Provided friendly and timely assistance to customers and sponsors to maintain high level of customer and sponsor retention
- Represented employers as a speaker at industry conferences and international trade shows
- Developed memos, presentations, and communications for City Council and City Manager's Office
- Developed curriculum and conducted sales training for groups of 50 to 100
- Produced and presented free three-hour and eight-hour Green Event workshops on ongoing basis
- Authored comprehensive series on waste and waste reduction for *The Transylvania Times*

## **Relevant Professional Employment**

**Senior Accountant** for Michelle Tracz CPA, CFE, PLLC, providing accounting services for small businesses and nonprofits. Remote/from home position. September 2021 - present

**Member Services** for the Brevard/Transylvania Chamber of Commerce, a 475+ member-based organization in Brevard, NC. Jan 2020 – Oct 2021

**Bookkeeper** at *The Transylvania Times*, a community newspaper in Brevard, NC. April 2018 – Jan 2020

**Office Manager and Contract Accountant** for Green River Preserve, a nonprofit, co-ed summer camp providing environmental education for children in Cedar Mountain, NC. May 2016 – April 2019

**Executive Director** at Helios Warriors, a nonprofit providing holistic therapies to veterans on a sliding scale basis in Asheville, NC. Aug 2014 – Dec 2015

**Sole Proprietor of Good Green Graces**, providing project management, research, and training to implement and expand sustainable sourcing, reuse, recycling, and food scrap collection programs. Based in San Francisco, CA (June 2007 – July 2008) and Asheville, NC (Jan 2010 – June 2012).

**Zero Waste Event Specialist** for the City of San Jose Environmental Services Department, providing integrated waste management and sustainable event services in San Jose, CA. July 2008 – Dec 2009

### **Program Awards Received**

CA Governor's Environmental and Economic Leadership Award (GEELA) for Waste Reduction 2009  
California Resource Recovery Association Annual Award for Working Toward Zero Waste 2009

**Director of Operations** for Seven-Star, Inc., once America's premier green event planner, producer, and consultant serving nonprofits and corporations committed to environmental and social responsibility in Asheville, NC. June 2004 – June 2006

**Worldwide Product Marketing Manager** at Thermo Fisher Scientific (formerly Revco Scientific), providing scientific equipment and services for clinical and industrial laboratories throughout the world, located in Asheville, NC. May 2000 – Sept 2002, Senior Sales Representative – Aug 1998 – May 2000

### **Special Accomplishment**

Integration Team Member – Merger of Revco Technologies and Kendro Lab Products 2001  
One of 10 hand-selected team members from four worldwide locations analyzed new, combined product portfolios to determine efficiencies in marketing, manufacturing, and design.

## **Education**

### **B.A. Degree in Mass Communications, Minor in Economics**

University of North Carolina at Asheville in May 1996

**Proficient in Word, Excel, PowerPoint, Quickbooks Desktop, Quickbooks Online, Adobe, Google Docs, Canva, PayPal, CampMinder, Pre-1, and Scheduling**