

RACHEL D. DAVIS, MBA, CFE

ACCOUNTANT | AUDITOR | ADJUNCT INSTRUCTOR

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📍 Ruston, LA 71270

SUMMARY

Accounting & Audit professional with 13+ years of experience in performing general ledger and audit functions, developing, managing, and analyzing budgets. Mitigates fraud risks by uncovering control breaks and makes recommendations for remediations. Effectively communicates with stakeholders ranging from business units to the board of directors. Partners on internal and external audits. Based on business and/or University requirements, determines investigations, cases, and/or audit appropriateness of fraud, waste and abuse issues in accordance with criteria.

CAREER HIGHLIGHTS

- ▶ Improved work paper review process
- ▶ Two law enforcement (LE) referrals within the first five months of employment
- ▶ Identified and recovered \$1.9MM from fraud, waste, and abuse for CMS through LE referrals and other administrative actions
- ▶ Identified control break that accounted for 30 % of fraud; employees on leave still had access to company credit card
- ▶ Analyzed reporting and recommended process that reduced fraud by 18%
- ▶ Reduced Accounts Payable 60+ days by 57%

CORE COMPETENCIES

Internal Controls
Process Improvement
Fraud Prevention & Deterrence

Risk Analysis
Accounts Payable
Cost Analysis

Internal & External Audits
Employee Education/Training
Instructional & Informational
Business Writing

PROFESSIONAL EXPERIENCE

Grambling State University, Director of Internal Audit Grambling, Louisiana

7/22 – Present

Develops, implements, and maintains internal audit processes and procedures in accordance with internal auditing standards. Prepares and presents audit reports to the University of Louisiana System. Develops and executes a comprehensive audit work plan. Follows up on all issued audit recommendations until fully implemented. Maintains Audit Hotline. Investigates allegations of fiscal misconduct and related policy violations. Develops and conducts departmental risk assessments and work with departments to implement appropriate internal process controls and other safeguards to protect the university's financial integrity. Adheres to strict standards for confidentiality and discretion to appropriately protect employees and the university.

Key Accomplishments:

- ▶ Assisted management by giving valuable recommendations for **allocating over \$12K of cash and movable property.**
- ▶ Assisted management in reducing 120+ days of AP aging invoices of **\$50K.**
- ▶ Assisted management in identifying **\$56K non-compliance with cash and deposit policy and procedures.**

RayDiant Financial Solutions, LLC, Founder and CEO Ruston, Louisiana

6/22 – Present

RayDiant Financial Solutions, LLC, offers comprehensive financial services, including financial coaching, tax preparation, credit restoration, accounting/bookkeeping, and financial literacy education for individuals and small businesses.

Managed business operations, marketing, and client acquisition for a growing financial services company. Provided personalized financial coaching to help clients improve budgeting, debt management, and financial literacy. Assisted clients with tax preparation. Delivered credit restoration services by improving clients' credit scores. Developed and implemented bookkeeping and accounting solutions for small businesses.

Key Accomplishments:

- ▶ **Increased client base by 90%** through strategic marketing and word-of-mouth referrals.
- ▶ **Achieved 150%** annual growth in revenue.

Grambling State University, Adjunct Instructor of Accounting
Grambling, Louisiana

1/22 – Present

Courses: Intermediate Accounting II, Intermediate Accounting III, Computerized Accounting Systems, Forensic Accounting.

Fosters students' commitment to lifelong learning by connecting course materials to broader themes and events. Challenges and motivates students through in-depth lectures and discussions. Initiates thought-provoking classroom discussions to help students develop their critical thinking abilities. Prepares instruction methodologies and course materials. Evaluates student's assignments and homework. Conducts and grades examinations. Maintains reports of student attendances and grades.

Educational Initiatives:

- ▶ **Assisted in preparing and securing PriceWaterHouseCoopers (PwC) \$30K** grant for the Accounting Department.
- ▶ **Co-Advisor** of National Association of Black Accountants.
- ▶ **Integrated practical tools for student development:** *Successfully implemented QuickBooks Online and Red Flag Mania in educational settings, enhancing student career readiness by providing hands-on experience with industry-standard software and real-world problem-solving scenarios.*

Grambling State University, Staff Auditor
Grambling, Louisiana

1/21 – 6/22

Coordinated and conducted audits which will appraise the appropriateness, adequacy, and application of accounting, financial, and internal operating controls. Coordinated and conducted audits which will ascertain the extent of compliance with established university, state, and federal policies, plans, and procedures. Coordinated and conducted assessments which will ascertain the validity of information reported by the university and the extent to which the university's assets are safeguarded from losses of all kinds and deter fraud or other irregularities. Prepared audit programs, collected and maintained work papers, established audit findings, and prepared audit reports for the use and response of university management. Reported and recommended corrective action where variations, inconsistencies, or inaccurate methods and procedures are being followed. Assisted in the investigation of suspected fraudulent activities within the university and timely notifies the administration of findings. Prepared the annual budget proposal.

Key Accomplishments:

- ▶ **Completed multiple concurrent audits with minimal supervision** within the first five months of employment.

- ▶ **Improved work paper review process and efficiency substantially** by utilizing data analyzation skillset for displaying graphs and charts to illustrate findings.

Qlarant, Fraud Investigator
Dallas, Texas

1/20 – 12/20

Utilized leads, identified, collected, preserved, analyzed and summarized evidence, examined records, verified authenticity of documents, investigated, conducted interviews and reviewed information to make potential fraud determination. Drafted investigation reports, evaluated investigation reports, and promoted effective and efficient investigations. Initiated and maintained communications with law enforcement and appropriated regulatory agencies.

Key Accomplishments:

- ▶ **Two law enforcement referrals** within the first five months of employment.
- ▶ **Identified and recovered \$1.9MM** from fraud, waste and abuse for CMS through LE referrals and other administrative actions.

Driveline Retail Merchandising, Senior Accountant
Coppell, Texas

1/18 – 1/20

Developed annual \$130MM budget. Implemented process controls that ensured financial controls were free of fraud and error. Investigated instances of abnormalities and escalated to upper management. Established controls and validated controls. Performed P&L analysis and audited staff reconciliations to uncover variances and provide explanations to upper management to ensure fraud or material errors did not occur. Performed GL functions.

Key Accomplishments:

- ▶ Improved AP process resulting in **reduced AP Aging 60+ days by 57% in 7 months.**
- ▶ Revised month end close process; reduced month end processing time from **15 working days to 8 working days.**

DaVita Rx, Staff Accountant
Coppell, Texas

12/16 – 1/18

Responsible for accurately allocating \$70MM+ expenses of Accounts Payable each month for 5 U.S. locations. Structured P&L Reporting with COSO guidelines. Managed procurement process with guidelines to investigate fraud occurrences and escalated to management which resulted in termination. Audited and managed internal controls for AP invoices for duplicate invoices, vendor authenticity (no shell companies, spoofing from fake vendors), missing Pos, occurrences of invoices under the threshold for approvals. Performed GL functions.

Key Accomplishments:

- ▶ **Reduced fraud by 18%** by analyzing reporting and recommending fraud prevention processes
- ▶ Streamlined and eliminated redundancies in the accounts payable process. Communicated and acted as a liaison across the organization improving employee relations.
- ▶ Implemented monthly trainings.
- ▶ Employee of the Month and Shining Star Award Nominee, January 2018.

WestRock, Cost Analyst
Hodge, Louisiana

7/13 – 7/16

Managed \$2.5 - \$5MM monthly budget and prepared forecasts and analyses to identify and explain variances vs. budget. Used instructional and informational business writing to write procedures on the management principles, customer relations, and manufacturing process. Reviewed Pos and contracts to ensure bid rigging did not occur. Trained team on ways to detect and prevent asset misappropriation. Reported any suspected issue to upper management.

Key Accomplishments:

- ▶ WestRock received ISO 9001-2008 certification.
- ▶ **Saved approximately \$39k** per employee as well as improved lost-time injuries and OSHA recordables through ergonomic improvements.

**Iberiabank, Head Teller
Ruston, Louisiana**

9/11 – 7/13

Acted as Assistant Branch Manager. Audited employees, bank vault, and dual control logs. Investigated account fraud. Performed SARs, followed anti-money laundering procedures (CTRs, monetary instrument logs) and forwarded reporting to BSA department. Conducted Internal audit procedures to prevent/detect wire fraud.

Key Accomplishments:

- ▶ **Perfect Audit** – restored branch audits performance from **unsatisfactory to zero deficiencies**.
 - ▶ **Eagle Eye Award** - Identified threat of bank robber and followed branch protocols.
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CERTIFICATIONS + EDUCATION**Certified Fraud Examiner, ACFE****Cybersecurity Fundamentals for Finance and Accounting Professionals Certificate, AICPA****Certified QuickBooks Online ProAdvisor****Certified Public Accountant Candidate, AICPA**

Texas Woman's University – Denton, TX

Master of Business Administration, Accounting

Grambling State University – Grambling, LA

Master of Science, Criminal Justice

Grambling State University – Grambling, LA

Bachelor of Science, Computer Information Systems

Jacksonville University – Jacksonville, FL

Doctor of Business Administration (AACSB) (in progress)

VOLUNTEERCampaign Team Lead – Ruston, LA
United Way of Northeast LouisianaMentor – Ruston, LA
Pine Belt Multi-Purpose Agency Inc.Vice President – Baton Rouge, LA
Louisiana Association of College & University AuditorsRisk Management – Chair
**Grambling Alumnae Chapter
Delta Sigma Theta Sorority, Inc.**

TECHNOLOGY

JD Edwards, Workbrain, Citrix, Oracle, Intacct, Netsuite, Blackline, Concur, SAP Business Objects, Banner, Canvas, QuickBooks Online