

Morris (Yukun) Lee

CPA candidate (All sections passed)

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Professional Highlights

Staff Auditor ((Full-Time contract position – no benefit)

Timothy, DeVolt and Company, P.C., Farmers Branch, TX May 2024 to Now

- Prepare financial statements in accordance with GAAP regulations for not for profit organizations.
- Review details accounting records, including AP, AR, accruals and prepaids.
- Reconcile balance sheet accounts including cash accounts, prepaid expenses and unearned revenues.
- Review fixed asset depreciation and loan amortization.
- Prepare annual HOA audit reports.

Staff Accountant (Full-Time contract position – no benefit)

Davis Machine, Euless, TX

June 2023 to May 2024

- Prepare weekly cash forecast reports and reconcile daily cash accounts.
- Support monthly financial closes and perform balance-sheet reconciliations.
- Prepare payroll journal entries and reconcile general ledger accounts.

Staff Auditor (Full-Time)

CBIZ - Myers and Stauffer, Austin, TX

October 2020 to January 2023

- Analyze healthcare providers' activities and trends in comparison to prior period performance.
- Extract data from a variety of datasets submitted by the client to obtain essential information for desk reviews by using vlookup and pivot table.
- Audit encounter data to identify errors created by operational, claims, and eligibility.
- Determine billing and reimbursement compliance with relevant Medicaid or other government program regulations.
- Prepare working papers to document scope and findings of audit in accordance with Medicaid or other government program regulations and AICPA standards.

Staff Accountant (Full-Time contract position – no benefit)

Pollo Regio, Grand Prairie, TX

August, 2019 to October, 2020

- Responsible for explaining differences in account analysis and reconciliation.
- Perform bank reconciliations for the accounts payable and accounts receivable.
- Manage expense reports and identify the variance.
- Prepare bills, invoices, cash and bank deposits. Provide accurate aging reports.

Cost Accountant (Full-Time)

Foxconn Assembly, Taipei, Taiwan

March, 2017 to June, 2018

- Provide and reconcile various analysis relating to manufacturing output variance, direct labor cost and material cost using vlookup and pivot table.

Education

The City University of New York-Queens College, *New York* **Sept 2016**
Bachelor Degree in Accounting and Information Systems (150 credits)

The University of Texas-Austin, *Austin* **September 2010**
Master Degree in Journalism (Quantitative Research Track)

National Cheng Chi University, *Taiwan* **June 2004**
Bachelor Degree in Journalism and International Politics

**Relevant
Skills**

System: QuickBooks, NetSuite, SAP
Software: MS Word, Excel, PowerPoint and Access
Languages: English and Mandarin