

JASMINE H. SALGADO

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EMPLOYMENT

Valley Wealth Alliance
Lehigh Valley, PA

November 2020 to Current

Co-Founder | Executive Director | Certified Financial Education Instructor (CFEI)

- Lead the organization's financial management, strategic planning, daily operations, and long-term growth.
- Develop and oversee organizational and grant budgets, reimbursement requests, financial reporting, and funding compliance.
- Build and manage partnerships with school districts, financial institutions, businesses, foundations, and community organizations.
- Oversee financial literacy, workforce development, entrepreneurship, and career-readiness programs serving youth and adults.
- Lead staff, fundraising, community engagement, and organizational development while continuing to serve as a CFEI.

The Baum School of Art
Allentown, PA
Financial Administrator

July 2017 to October 2021

- Managed accounts payable, accounts receivable, monthly payroll, bank and credit card reconciliations, and financial reporting.
- Prepared schedules for the annual audit and served as the auditors' primary point of contact.
- Reviewed audited financial statements and IRS Form 990 before Executive Director and committee approval.
- Prepared monthly and annual financial reports and served on the Finance Committee.
- Created the organization's first annual budget draft and guided departments in monitoring spending against budget.
- Reviewed and negotiated vendor pricing and managed competitive bidding for contract renewals.

H&R Block
Allentown, PA
Office Manager – Seasonal

October 2014 to April 2015

- Managed two offices with 14 employees, including scheduling, payroll approval, daily financial closeout, and bank deposits.
- Prepared individual tax returns and resolved customer account issues and errors.

Alick Smith G.C.
Nazareth, PA
Finance Manager

October 2012 to August 2014

- Cleaned up and maintained QuickBooks financial records to provide accurate Balance Sheet and Profit & Loss reports to the owner.
- Created Excel job-costing forms to track profit margins by project.
- Managed accounts receivable, job costing, commissions, payroll, and monthly reconciliations of bank, credit, and line-of-credit accounts.

Miquel-Rius USA
Bethlehem, PA
Finance Manager

March 2005 to September 2012

- Processed monthly sales commissions for multiple sales groups across the country.
- Sent monthly ACH payments to vendors and managed 1,600 A/R accounts.
- Reconciled monthly bank statements.
- Filed quarterly Pennsylvania sales tax.
- Audited weekly freight statements, filing claims, and disputing chargebacks
- Assisted with the annual inventory audit.
- Processed payroll through ADP online system.

Skills

Budget Development | Financial Reporting | Audit Preparation | Internal Controls | Grant Compliance | Accounts Payable & Receivable | Payroll/ADP | QuickBooks | Microsoft Office | eTIDES | Board & Finance Committee Reporting | Vendor Negotiation | Managed Personal Investment Properties |

Education

Associate in Specialized Business – Accounting

Associate in Specialized Business – Management/Marketing