

# The Non-Profit Assistance Group

Linda Rosen

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## RESUME

1973 to  
Present

**Linda Rosen & Associates**

**Cotati, CA**

**Owner, Bookkeeping and Management Services Business**

- Specializing in the non-profit sector and government accounting
- Bookkeeping services, including payroll, tax, and audit preparation
- Internal control studies, fiscal manuals and office procedures
- Personnel issues support, including updating policies and procedures
- Office management services
- Startup assistance, incorporation, 501(c)(3) tax-exemption application, bylaws, financial systems setup, mentoring

### Highlights of some current clients:

- ❖ **Extended Child Care Coalition** Budget \$2.7M Employees: 85  
Provided CFO services for 17 years with successful government audits each year. Responsible for fiscal operations; preparing grant applications, all budgets, governmental reporting and payroll. Provide management services for personnel and office procedures. Serve on the Investment and the Finance Committees of the Board of Directors.
- ❖ **Polly Klaas Foundation** Budget \$1.3M Employees: 10  
Responsible for fiscal operations and oversight of in-house staff. Prepare budgets and monthly financials. Provide assistance to agency as they embark on new fundraising ventures.
- ❖ **Food For Thought- AIDS Food Bank** Budget: \$850,000 Employees: 5  
Have provided monthly financials for 15 years with successful A 133 audits each year. Prepare payroll and all related reporting. Maintain books using fund accounting principles; responsible for funding reports.
- ❖ **Sonoma County Farm Bureau** Budget \$760,000 Employees: 6  
Oversee fiscal and personnel operations of a 501(c)(2) agency. Work with the Executive Director to prepare the budget. Prepare payroll and all related reporting. Serve on the Budget and Building Committees of the Board. Assisting in establishing a 501(c)(3) foundation.

**Additional clients include** child care centers, youth services agencies, senior services agency, health service agencies, animal rescue centers, community organizing centers, and human service agencies.