



MELISSA LEWIS

Director
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[VCARD](#) | [LINKEDIN](#)

Melissa is a seasoned finance and accounting professional with over 15 years of experience supporting small to mid-sized businesses. She brings clients deep expertise in GAAP compliance, financial reporting, budgeting, and internal controls, with a proven ability to streamline operations and improve financial transparency. Melissa excels in helping organizations implement efficient systems, optimize cash flow, and prepare for audits. Her collaborative approach and hands-on leadership style make her a trusted advisor to teams navigating complex financial environments.

Melissa began her career in small business accounting and municipal finance, gaining foundational experience in budgeting, payroll, and financial reporting. She later advanced into nonprofit leadership, where she developed board-level reporting packages, partnered with auditors to achieve clean audit results, and implemented cross-functional SOPs to mitigate compliance risks. Melissa thrives in fast-paced, project-based environments and consistently delivers results that align financial strategy with organizational goals.

FUNCTION & SPECIALIZATION

- Budget development and management
- GAAP compliance and audit readiness
- Internal controls and risk mitigation
- Financial reporting
- Month-end and year-end close
- ERP and financial systems implementation
- Cash forecasting and variance analysis
- Grant compliance and fund reporting

REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- Fredericksburg Regional Food Bank
- Town of Bowling Green
- T&M Automotive, Inc.

EDUCATION, LICENSES & CERTIFICATIONS

- Virginia Commonwealth University, School of Continuing Education
- Lean Six Sigma- Green Belt, VCU School of Business
- Financial Management Essentials, NonProfitReady Certified