

# TSAJAI F. NELTHROPP, CPA

---

tsajai@yahoo.com • 340.344.8798 • 6538 Hidden Beach Circle • Orlando, FL 32819

- Education**      **Rutgers University, Rutgers Business School**, Newark, NJ      July 2004  
Master of Business Administration in Professional Accounting
- Barnard College, Columbia University**, New York, NY      May 2002  
Bachelor of Arts, Cum Laude Honors      Major: Economic-History
- Certifications**   **Certified Public Accountant**, US Virgin Islands, April 2011 - present
- Awards**            2009 Award for Excellence from the Council of the Inspectors General on Integrity and Efficiency
- Experience**      **Benham & Hodge, PC**, St. Thomas, US Virgin Islands  
*Managing Accountant*, October 2015 – present  
Perform, prepare, review & supervise audits, compilations and tax returns, research relevant laws and practices, advise clients, prepare workpapers and summarize findings.  
*Staff Accountant*, September 2011 – April 2012  
Performed audits and compilations, prepared tax returns, researched relevant laws and practices, prepared workpapers and summarized findings.
- Real Impact Corporation**, St. Thomas, US Virgin Islands  
*Senior Accountant*, September 2014 – October 2015  
Responsible for the management of accounts receivable, including preparing and sending monthly bills, following-up with clients regarding outstanding balances and recording payments; performed accounts payable functions, including entering invoices into the accounting system, submitting check runs for approval; recorded bank transactions; prepared journal entries and prepaid & depreciation schedules.
- Duty Free St. Thomas**, St. Thomas, US Virgin Islands  
*General Manager*, February 2013 – April 2014  
Responsible for the management and supervision of retail organization with seven locations on St. Thomas. Oversaw Retail and Warehouse Operations, Accounting, General Administration, Marketing & Advertising and Information Technology divisions.  
*Controller*, April 2012 - February 2013  
Responsible for all aspects of corporate accounting and financial management, including month end-close, preparation of financial statements & budgets, developing policies & procedures, negotiating with suppliers and supervised accounts receivable, account payables, payroll and cash collections.
- Office of the Virgin Islands Inspector General**, St. Thomas, US Virgin Islands  
*Auditor II*, March 2006 – June 2008; *Auditor III*, June 2008 – August 2011  
Developed audit procedures, researched relevant laws & regulations, interviewed agency employees, analyzed data, evaluated compliance with relevant laws & regulations and policies & procedures, prepared workpapers, summarized findings and made recommendations to agency heads.
- Tax Projects Delivery Group, PricewaterhouseCoopers**, New York, NY  
*Tax Associate, specializing in the R&D Tax Credit*, August 2004 - October 2005  
Responsible for documenting R&D activities: interviewing technical personnel and writing narratives on how projects meet IRS requirements. Determined qualifying R&D wage, supply and contract research expenditures as well as possible risk and opportunity areas
- Skills**              Proficiency in Spanish; knowledge of MS Word, Excel, PowerPoint, Outlook & Great Plains, Lacerte, QuickBooks, Concur and FranConnect and Internet
- Memberships**   American Institute of Certified Public Accountants: Member; Virgin Islands Society of Certified Public Accountants: Secretary