

WEIDONG (Bill) GUAN



WORK EXPERIENCE

CFO

Aug.2013-Present

The Epoch Times Association Inc., New York, USA

In charge of the following aspects of accounting, including:

- Employee benefits management
- Cash and investments management
- Donation management
- Budgeting
- Analyzing Financial Statements
- Approving payments and signing checks
- Dealing with banks and raising funds

Accountant and CFO (Part Time)

Apr. 2003-Jul. 2013

Epoch Times Montreal Inc., Montreal, Canada

In charge of the following aspects of accounting, including:

- Accounts Receivable
- General Ledger
- Preparing and analyzing Financial Statements
- Filing income tax return
- Approving payments and signing checks
- Dealing with banks and raising funds

Partner & CFO

Feb. 2006-Jul. 2013

Deping Countax Inc., Montreal, Canada

In charge of all aspects of accounting, including:

- Designing and improving accounting system
- Making accounting procedures, forms and manuals
- Supervising payroll, A/P, A/R and bank reconciliations
- Preparing and tracking all kinds of budgets
- Giving advices on compensation, employee health care benefit and payment control
- Examining operations to insure accounting needs
- Providing solutions to business, accounting and financial problems.
- Making adjusting and reversing entries
- Preparing and analyzing Financial Statements
- Filing income tax return

Accountant and Assistant Controller
Dusco Doors Ltd., a manufacturing company, Montreal, Canada

Feb. 2000-Jan.2006

In charge of

- Payroll and benefits , and Record of Employment
- General Ledger
- Income tax installments
- Bank reconciliation and reconciling A/P & A/R
- Group insurance
- Sales taxes monthly
- Payroll taxes twice a month
- Marketable Securities
- Supervising 3 accountants
- Preparing and analyzing Financial Statements

Associate professor in Accounting
Sep.1993-Dec.1995
Instructor in accounting Sep.1983-Aug.1985 & Sep.1987-Aug.1993
Dept. of Accountancy, Guangxi University, Nanning, China

Responsibilities:

Teaching the following courses:

- Accounting Principles
- Intermediate Accounting
- Cost Accounting
- Managerial Accounting
- Corporate Finance

EDUCATION

Graduate Diploma in Accounting, McGill University, Montreal, Canada 1998-1999
Advanced studies in Accounting, University of Wisconsin-La Crosse, USA 1996-1997
Graduate Diploma in Accounting, Renmin University of China, Beijing 1985-1987
Bachelor of Commerce in Accounting, Renmin University of China, Beijing 1979-1983

DESIGNATION

Member of CICPA 1993-1997
Chinese Institute of Certified Public Accountants

