



5th Street • Centereach, NY 55555 • (555) 444-2222

**OFFICE MANAGER**

*Bringing 25+ years of Office Administration and Full-charge Bookkeeping experience as follows:*

- ◆ Accounts Payable / Receivable
- ◆ Weekly Payroll
- ◆ Credit and Collections
- ◆ Statement Billings
- ◆ Expense Control
- ◆ Account Management
- ◆ Account Reconciliation
- ◆ Month-end Closings
- ◆ Human Resources Management
- ◆ Staff Training and Supervision
- ◆ Customer Service / Client Relations
- ◆ Computerized Processes

**PROFESSIONAL EXPERIENCE — Overview**

*Recognized throughout longstanding career for ability to develop, implement, and manage full-charge, computerized bookkeeping functions while overseeing multifaceted office administration procedures*

- As Office Manager for August Publications, fully manage company-wide accounting and reporting functions for five subsidiaries, as well as weekly payroll processes for 45 salaried employees
- Liaison between senior management, employees, and clients to ensure proper lines of communication critical in addressing a myriad of problems and issues requiring immediate attention and resolve
- Manage Accounts Payable/Receivable and expense control procedures including bank and account reconciliation, cash receipts, disbursements, finance charges, billings, invoicing, purchase order and inventory verification, chargebacks, rebates, and preparation of daily bank deposits
- Negotiate and enforce collections to recover funds and expedite the clearance on delinquent accounts
- Collaborate extensively with external auditors, providing in-depth assistance with periodic corporate audits
- Perform thorough credit analyses, research financial histories, and review account status as a prerequisite to qualifying new accounts, authorizing purchases, and extending/increasing lines of credit of up to \$200,000
- Establish and maintain Human Resources-related employee files reflecting salary increases, deductions, garnishments, benefits, payroll exceptions, and W-2 withholdings, exercising a high level of confidentiality
- Skilled at interviewing, hiring, training and evaluating employees in areas of accounting procedures
- Research account transactions, demonstrating a keen ability to recognize and resolve discrepancies
- Follow through on timely and accurate month-end closings and financial reporting activities

**WORK CHRONOLOGY**

<b>Office Manager,</b>	August Publications, Hauppauge, NY	1996 - present
<b>Office Manager,</b>	Quality Insurance, Huntington, NY	1986 - 1996
<b>Office Manager,</b>	DSG Management Corp., Melville, NY	1983 - 1985
<b>Controller's Assistant,</b>	Georgia Interiors, Farmingdale, NY	1979 - 1983
<b>Credit/Collections Supervisor,</b>	EastTel Sales Corp., New York, NY	1978 - 1979
<b>Accounts Payable/Receivable Clerk,</b>	Syobel Corp., New York, NY	1973 - 1978

**COMPUTER PROFICIENCIES**

Windows 2000; MS Word and Excel; Word Perfect; Lotus; Peachtree Accounting

**EDUCATION**

Bachelor of Arts, Business Management/Accounting, Banes College, 1982