

FINANCE AND OPERATIONS MANAGER

Summary

Dedicated to accurate, automated and systematized flow of information Analytical accounting and bookkeeping professional with 12 years of bookkeeping experience in preparation, analysis, and reporting of financial performance. Proven professional focused on enhanced productivity, automation and financial control. Consistently exceed challenging business objectives. Demonstrated ability to provide comprehensive support for executive-level staff. Proven track record of accurately completing research and reporting to management. Adept at developing and maintaining detailed pricing strategies (profit margin and cost analysis), forecasting, budgeting and inventory management. Noted efficiency in collections and maintaining current status of aging reports. Highly focused and organized in supporting complex, deadline driven operations; efficient and effective in multi-task situations. Able to prioritize and achieve organizational objectives. Collaborated with CPA's and C-Level Management.

Highlights

- Public and private accounting
- Cost accounting
- Budget analysis
- Account reconciliations
- Cash-flow report generation

Microsoft Office System, QuickBooks, Microsoft Windows operating system, and Salesforce. Payroll services include: Trax, ADP, Accuchex, Sure Payroll, Wells Fargo and Intuit. Participate in Intuit's Continuing Research Program conducting case studies with QuickBooks software.

Accomplishments

Accounting Skills Â

- Operated computers programmed with accounting software to record, store, and analyze information.

Auditing Â

- Extensive experience with Financial Statements audits, reviews, compilations and audits for Governmental organizations (A-133).

General Ledger Accounts Â

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.

Experience

Finance and Operations Manager

May 2010 to December 2014 Company Name 1/4 City , State

- Served as the primary financial support to the Executive Director managing a \$1.2-1.7 million budget for a non-profit organization specializing in early literacy for underserved children.
- Prepared monthly financial statements, sales tax and payroll records.
- Maintained Accounts Receivable, Accounts Payable records and conducted reconciliations for both credit cards and bank statements.
- Audited and reconciled three years of financial data left unresolved from previous accountant.
- Reconstructed organizations records for all five bay area regions.
- Compiled all supporting documentation in preparation for IRS audit and 990 Tax Filing.
- Responsible for placing all orders to vendors; forecasting; developed strong vendor relations.
- Implemented fund accounting to track all Restricted Funds in both QuickBooks and in Excel.
- Kept track of approximately 75 Restricted Grants and released funds when necessary.
- Collaborated with five Regional Managers on Grant Obligations.
- Updated and revised the Chart of Accounts.
- Bookkeeping Services - Various Bay Area locations.

Executed accounts receivable reporting enhancements and reconciliation procedures. Managed accounting operations, accounting close, account reporting and reconciliations. Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software. Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions. Prepared financial and regulatory reports required by laws, regulations or boards of directors. Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.

Full Charge Bookkeeper

January 2003 to Current Company Name 1/4 City , State

- Managed accounting operations, accounting close, account reporting and reconciliations. Evaluated accounting requirements during

discovery meetings with potential clientsPerformed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.Performed field audits on wide variety of clientele using Quick Books System

Senior Buyer / Accounting Assistant

January 1987 to January 2003 Company Name i¼ City , State

- Served as high-level support to General Manager/Production Manager of manufacturer of packaging products and corrugated displays with over \$12 million in annual revenue.
- Performed a variety of key vendor relations functions, such as, pricing strategies, improved communication skills, and enhanced quality.
- Developed spreadsheets to improve and inform quality and initiated quarterly supplier meetings.
- Prepared meeting agendas and carefully monitor all action items.
- Reduced inventory by 55% through negotiations with our suppliers.
- Maintained packaging inventory that resulted in a cost savings of 20% overall.
- Created extensive Excel forecasting analysis spreadsheets.
- Coordinated and managed vendor meetings and internal quality improvement teams (ISO 9000 Purchasing Leader).
- Developed presentations and created Excel graphs and reports for meetings.
- Coordinated and organized the company picnics and special events.

Education

BS/BA : Business Administration , 1994 University of Phoenix i¼ City , State , USA

Business Administration

Bachelor's Degree

Skills

Accounts Payable, Accounts Receivable, ADP, Bookkeeping, budgets, budget, communication skills, credit, clientele, clients, documentation, special events, Filing, financials, financial, financial statements, forecasting, Funds, General Manager, Grants, graphs, inventory, ISO 9000, Director, managing, meetings, Excel, Microsoft Office, Microsoft Windows, negotiations, operating system, packaging, Payroll, presentations, pricing, Production Manager, profit, Purchasing, quality, quality improvement, QuickBooks, Research, sales, spreadsheets, Tax, vendor relations