

Experienced Financial & Administrative Manager

Highly motivated office manager with the ability to drive complex projects from concept to completion while performing daily administrative tasks necessary to maintain operations. Efficiently manages goals, quality standards and timelines for multiple projects. Possesses a thorough knowledge of administrative management and accounting including Accounts Payable, Accounts Receivables, Payroll and Inventory.

Key Skills and Abilities

- Outstanding Administrative Skills
- Accounts Payable/Receivable Management
- General Ledger Maintenance
- Cash and Balance Sheet Reconciliation
- Payroll Analysis
- Financial Statements Preparation
- Procurement, Vendor Relations
- Excellent Communication Skills
- Strong Customer Relations
- Leadership, Mentoring, Training

Professional Experience

ReSource Ohio, Columbus, OH

2005-2015

Office Manager

Provided administrative oversight and accounting functions for commercial flooring enterprise. Compiled financial statements, budget documents and financial forecasts. Ensured the integrity of accounting records through reconciliation; worked with external auditors to support audits and control reviews. Established procedures for credit and collections to reduce delinquent accounts while monitoring aging, collecting outstanding balances, and researching billing discrepancies. Successfully balanced changing demands and schedules within tight deadlines. Directed administrative and warehouse assignments including scheduling deliveries, receiving orders and tracking inventory. Acted as HR manager, responsible for hiring, discipline, orientations, benefits administration and payroll taxes. Administered the payroll system including benefit changes, PTO accruals, timesheet verification, and calculating incentives and commissions.

Wilson Floors Inc., Columbus, OH

1989-2005

Office Manager

Oversaw daily administrative operations and financial activities. Supervised administration, general accounting, accounts receivable, payroll, accounts payable, internal and external auditing, bank reconciliations, cash accounts and inter-company reconciliations. Prepared financial reports and analyzed monthly operating results against budget. Managed customers' credit and collections. Ensured proper internal controls in Accounts Payable. Reconciled vendor accounts and responded to inquiries. Responsible for the planning, coordinating and monitoring of all purchasing activities. Worked with warehouse management to ensure inventory accuracy through cycle counts, annual inventory count and review of over/short reports. Administered payroll, including updates, vacation accruals and timesheet verification.

Education

Accounting Courses, CTI, Columbus, OH