

Street Address
City, State ZIP

888-888-8888
email@address.com

Resume Customer

Summary Office Manager with 15 + years extensive experience doing month/year-end financials, audits, Accounts Payable, Accounts Receivable, Contract, Payroll, Purchasing, Inventory, Shipping and Receiving

Experience 2005 – 2011 Anonymous Company Columbus, Ohio

1989 – 2005 Anonymous Company Columbus, Ohio

Office Manager

- Oversee the daily operations of the Administration staff
- Hire new personnel and apply disciplinary policy
- Implement and manage a training program for Administration staff
- Conduct weekly WIP meeting
- Achieve WIP DSO goals
- Manage cost vs budget
- Conduct all computer training
- Maintain all computer and phone equipment
- **Financial** - Closing of Month/Year-end financial, Compiled financial reports pertaining to cash receipts, expenditures and profit and loss
- **Purchase** - Generate Purchase Orders, Order material and distribute reports, verify invoices to Purchase orders for accuracy
- **Warehouse** - Schedule delivers, Receive orders, resolve any order problems, Track Inventory, Conduct Inventory audits, complete full Inventory yearly, Maintain Inventory Database and Experience with DOT and OSHA regulations
- **Account Payable** - Maintain vendor file, Approve invoices, process invoices for payment, run reports, print and sign checks, research/resolve vendor problems
- **Account Receivable** - Apply checks, bank deposits, Maintain Customer file, Check reconciliation, Collection
- **Billing** - Invoice Customer, Generate credits and various invoice adjustments, complete AIA and custom forms
- **Payroll** - Process weekly, verify hours, Union reports, Garnishments, Maintain Employee file, calculate bonuses and commissions

Education

CTI

Accounting

Columbus, Ohio