

ASSISTANT SECRETARY/PARKS & REC DIRECTOR

Summary

Flexible accounting professional who adapts seamlessly to constantly evolving accounting processes and technologies.

Highlights

- Public and private accounting
- Analytical reasoning
- Account reconciliations
- Strong communication skills
- QuickBooks expert
- Budgeting
- Payroll
- Highly dependable
- Self-motivated
- Fast Learner

Accomplishments

Initiated the use of a computerized accounting system

Increased office organization by developing a more efficient filing system

Updated excel charts and worksheets to be more efficient

Experience

Assistant Secretary/Parks & Rec Director

September 2014 to Current Company Name i¼ City , State

- Assist the Secretary with daily accounting duties
- Prepare Deposits
- Answer Phones and process mail
- Interact with the public and Township employees.
- Posting of supervisor meeting minutes
- Updating of ordinances and resolutions
- Create a master plan for the parks & rec department
- Monitor the parks for maintenance issues
- Maintain the township's social media accounts
- Various other duties and special projects as assigned.

Administrative Assistant

July 2009 to September 2014 Company Name i¼ City , State

- Assist the Treasurer with daily accounting duties
- Prepare & process payroll for 20+ employees
- Entering of cash receipts
- Prepare Deposits
- Answer Phones and process mail
- Responsible for the rental property registration and enforcement process
- Assist Code Enforcement Officer with scheduling and issuing of permits
- Interact with the public and borough employees.
- Posting of council minutes
- Updating of ordinances and resolutions
- Various other duties and special projects as assigned.

Bookkeeper

June 2008 to April 2009 Company Name i¼ City , State

- Responsible for A/R, A/P, Payroll and Bank Reconciliations
- Prepare Deposits
- Summarize Daily Sales
- Responsible for Collection of Accounts Receivable
- Prepare Customer Invoices
- Prepare Weekly Cash Flow Report
- Prepare Monthly Comparative Financial Statements
- Answer Phones
- Various other duties and special projects as assigned.

Bookkeeper

December 2007 to June 2008 Company Name i¼ City , State

- Responsible for A/R, A/P, Payroll and Bank Reconciliations

- Prepare Daily Deposits
- Summarize Daily Sales
- Prepare and Calculate Weekly Payroll
- Reconciliation of Inter-Company Accounts
- Responsible for Collection of Accounts Receivable
- Prepare Customer Invoices
- Prepare Monthly Comparative Financial Statements
- Various other duties and special projects as assigned.

Team Member/Team Leader

February 2006 to December 2007 Company Name i¼ City , State

- Supervise, train and coach sales floor team members
- Prepare team member evaluations
- Ensure ads and Sales Planners are set on time
- Verify that push, pulls, backstocking and zoning are completed timely
- Lead sales floor through weekly routine.
- Completes weekly brand walk to identify sales floor opportunities
- Various other duties and special projects as assigned.

Bookkeeper

January 2007 to October 2007 Company Name i¼ City , State

- Assist in the preparation of quarterly payroll tax returns.
- Assist in the preparation of individual and business tax returns.
- Record the business activity for certain companies using QuickBooks.
- Various other duties and special projects as assigned.

Remarketing Specialist I & II

June 2005 to January 2007 Company Name i¼ City , State

- Assist in the Training of New Remarketing Specialists
- Review condition reports to determine units for the retail program.
- Request and review estimates from auctions for repairs needed to units
- Approve or decline repairs for retail units
- Responsible for Reconciliation of Auction and System Inventories
- Responsible for remarketing of repossessed autos at the auctions.
- Schedule units for sale at the auctions including setting the sale price
- Authorize repairs up to \$400 on units located at the auctions
- Input invoices from the auctions & Transmit sale blocks to the auctions
- Reconcile auction blocks with Wells Fargo blocks
- Communicate with outside reps, auctions, branches, and the transportation department on a daily basis
- Various other duties and special projects as assigned.

Accounting Specialist

May 2001 to June 2005 Company Name i¼ City , State

- Responsible for Reconciliation of General Ledger accounts related to specific branches.
- Responsible for reconciliation of Pre-Authorized GL for all branches.
- Responsible for specific receivable reconciliations.
- Responsible for the preparation of the Contractual Delinquency Report
- Assist with the calculation of taxes for Auto Leases
- Various other duties and special projects as assigned.

Payroll Administrator

August 2000 to May 2001 Company Name i¼ City , State

- Responsible for weekly payroll (calculating and printing of checks) for about 50 employees.
- Processing of car sales invoices including the calculation of salesmen commissions
- Posting of cash receipts and the collection of past due accounts
- Balancing of cash daily
- Various other duties as assigned.

Accounting Specialist

January 1999 to July 2000 Company Name i¼ City , State

- Perform Accounting, Administrative, and Miscellaneous Duties as Assigned by the Assistant Controller

- Prepare and Monitor Telephone Logs and Bills
- Prepare A & D Billing for Cornerstone, this includes Insurance Billings on Prescribed Forms, Medicaid Billing, and Self Pay Billing
- Prepare Client Federal Income Tax Returns
- Reconcile All Checking and Savings Accounts of MRSI
- Edit and Monitor Genesis Time System on a Daily Basis
- Maintain Employee Time Card Files
- Update Depreciation Schedule on a Quarterly Basis
- Assist in the Preparation of Monthly Waiver Billing, including Reviewing Billing Logs and Calculating Billable Hours.

Accounting Clerk/Teller

August 1996 to December 1998 Company Name i¼ City , State

- Prepare Fed Letter for Return Checks
- Reconcile Customer Bank Statements
- Chargeback Overdraft Checks to Proper Department
- Prepare Collection Items for Customers
- Prepare Letters for Overdraft Customers
- Close Accounts on Overdraft and Regular Customers
- Communicate with Customers by Phone and in Person.

Bookkeeper

March 1994 to June 1996 Company Name i¼ City , State

- Prepare Daily Deposits
- Summarize Daily Sales
- Reconcile Cash Drawer Daily
- Produce Productivity Reports
- Prepare Invoices for Payment by Corporate Headquarters
- Prepare & Calculate Bi-Weekly Payroll
- Prepare for and Complete Month End Paperwork
- Print Bi-Monthly Customer Statements
- Responsible for Collection of Accounts Receivable
- Responsible for Processing Finance Applications and Payments.

Bookkeeper

June 1992 to March 1996 Company Name i¼ City , State

- Analyze Budget and Project Expenses
- Provide Cost Analysis on the Purchase of Book Order & Supplies
- Maintain General Ledger and Subsidiary Books
- Produce Fiscal & Major Publisher Reports from G/L
- Reconcile General Ledger with Accounting Histories
- Record All Monetary Transactions
- Produce Weekly, Monthly and Yearly Financial Reports
- Prepare Invoices for Payment by University Accounting
- Enter Data and Produce Invoices for Photocopy and Fax Charges
- Prepare Student Time Cards and Calculate Monthly Payroll
- Maintain Student Payroll Records
- Maintain an Inventory System for Office Supplies.

Controller/Office Manager

June 1988 to April 1992 Company Name i¼ City , State

- Calculate and Prepare Payroll for 60 Employees
- Installed and Responsible for A/R, A/P, & G/L on Computer
- Filing of Quarterly Tax Reports
- Produce Weekly, Monthly, and Yearly Financial Reports
- Coordinate Year End Audit & Monthly Budget Reports
- Responsible for Employee Reviews.

Education

Bachelor of Science : Accounting Susquehanna University i¼ City , State

Accounting

Affiliations

PA Notary

PA State Association of Township Supervisors(PSATS)- taking courses for a graduate certification in the PSATS Municipal Government Academy.

Skills

- Proficient in QuickBooks
- Budgeting A/R, A/P, G/L, Bank Reconciliations
- Payroll processing including the associated taxes
- Fast Learner
- Highly Dependable
- Excellent analytical and organizational abilities
- Self-motivated