

FINANCE AND ACCOUNTING SPECIALIST

Experience

Finance And Accounting Specialist , 11/2005 to 11/2017

Company Name " City , State

- Collaborated extensively with auditors during preliminary and year-end audit processes.
- Reconciled financial accounts using Innoprise software.
- Assisted in the implementation of Innoprise and Water software.
- Managed all payments processing, invoicing and collections tasks.
- Processed invoice payments and recorded information in account database.
- Increased customer satisfaction by greeting visitors promptly and professionally.
- Improved communication efficiency as primary liaison between departments, clients and vendors.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

Buyer , 07/1996 to 02/2005

Company Name " City , State

- Worked closely with managers to plan buys.
- Directed transportation initiatives to maximize efficiency.
- Performed detailed reviewed of high and low performing products.
- Recommended optimal suppliers after qualifying vendors and evaluating proposals.
- Negotiated favorable contracts and determined lowest possible cost, factoring in quality and reliability, by analyzing data.

Administrative Assistant , 03/1990 to 05/1995

Company Name " City , State

- Planned travel arrangements, meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Wrote reports and correspondence from dictation and handwritten notes.
- Dispersed incoming mail to correct recipients throughout the office.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports.
- Created weekly and monthly reports and presentations.
- Managed the day-to-day calendar for the company's senior director.
- Properly routed agreements, contracts and invoices through the signature process.
- executives and staff.
- Received and screened a high volume of internal and external communications.
- Managed daily office operations and maintenance of equipment.

Executive Administrative Assistant , 11/1979 to 06/1985

Company Name " City , State

- Scheduled Board of Directors meetings and assisted with meeting materials and agendas.
- Maintained and coordinated executive and senior management vacation, day-to-day meeting and travel schedules.
- Collaborated with other administrative team members, human resources and the finance department on special projects and events.
- Wrote and distributed meeting minutes to appropriate individuals.

Software Tester , 06/1985 to 11/1989

Company Name " City , State

- Prepared and presented technical proposals for clients.
- Troubleshooter and resolved web application issues escalated from customer support and other departments with a 100% success rate.
- Assisted in the monitoring and reporting on websites traffic and performance.
- Developed application framework that served as the cornerstone for a highly successful thin-client web applications strategy.
- Designed, documented and executed maintenance procedures, including system upgrades, patch management and system backups.
- Designed complex interfaces to support third party systems.

Booking Clerk , 07/1972 to 10/1979

Company Name " City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

Education

Associate of Science : Accounting Business Lake Michigan College - City , State

Accounting GPA: 25 Business

Associate of Applied Science : Computer Science Accounting Milwaukee Area Technical College - City , State

Computer Science Accounting GPA: 75

Associate of Arts : Material Management Houston Community College - City , State

Material Management GPA: 00

Summary

Diligent Office Administrative Assistant possessing 25 years of hands-on experience in performing front office duties. A creative problem-solver with outstanding critical thinking abilities. Adept at filing expense reports, managing calendars, and scheduling meetings. Capable of taking the initiative to help others.

Highlights

AR/AP Customer service orientation Billing and coding Microsoft Office Time management Excel spreadsheets Cash deposit preparation
Scheduling and calendar management Resolving discrepancies Microsoft Word Invoicing and billing Microsoft Excel

Skills

administrative, AP, AR, Billing, conferences, contracts, client, clients, customer satisfaction, Customer service, customer support, database, dictation, senior management, faxes, finance, financial, human resources, Invoicing, notes, director, materials, meetings, Excel spreadsheets, Microsoft Excel, mail, Microsoft Office, office, Microsoft Word, presentations, processes, coding, proposals, quality, receptionist, reporting, Scheduling, spreadsheets, strategy, telephone, Time management, transportation, travel arrangements, upgrades, web applications, websites, year-end