

FINANCE OFFICE ASSOCIATE

Professional Summary

Detail-oriented, diligent and accuracy-driven individual with a B.sc in accounting and Ms./MBA degree in finance. In the past years, gained vast experience/skills in office operations with top-notch handling of office communications, logistics and records. In the banking and accounting industry, focused on balancing customer needs and relations while ensuring bank security regulatory requirements and protection protocols.

Skills

- Communication skills, written & verbal
- Office administration (phones, faxing, filing)
- Spreadsheet development & management
- Microsoft Office Suite
- Customer service
- Analytical & problem solving
- Organizational and follow up skills
- Multi tasking & Time management
- Invoice Processing- Oracle EBS
- Reconciliation

Work History

04/2021 to Current

Finance Office Associate Company Name " City , State

- Prepared meeting materials and took clear notes to distribute to stakeholders.
- Collaborated inter-departmentally to assist with workflow and gather reports and data for Assistant Finance Director.
- Managed over 30 vendors and reconciled invoices when necessary.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Developed and maintained spreadsheets in Excel to track and chart information such as Call center reports and Employee Payroll deductions.
- Coordinated efficient calendars for Account Receivable manager and section heads by factoring in schedule availability and load limitations.
- Processed invoices and expenses using Oracle EBS to facilitate on-time payment and pass along to Account Payables.
- Maintained staff directory and company policy handbook for human resources department.
- Completed clerical tasks such as filing, copying and distributing mail.
- Arranged rapid office equipment repair and maintenance with vendors.

08/2019 to 12/2020

DEAN'S ASSOCIATE Company Name " City , State

- Performed clerical duties, maintain files, and organize documents, photocopy.
- Provided accurate information in person or by telephone to students, staff, and public applying knowledge of University programs, policies, and procedures.
- Processes various documents; reviews for accuracy and completion; obtains all necessary signatures; routes to appropriate personnel.
- Requisitioned supplies, printing, maintenance, equipment, and other services
- Operates information systems to produce conventional and unconventional correspondence, reports, and forms.
- Decreased office expenditure by 20% by implementing needed controls on stock/supplies and standardizing ordering procedures
- Maintains confidentiality in all matters pertaining to the University.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.

01/2017 to 03/2018

ASSISTANT CASH OFFICER Company Name " City , State

- Prepared financial reports relating to invoicing bills, account payables and receivables.
- Reconcile invoices and identify discrepancies.
- Obtained documents, clearances, certificates, and approvals from other departments to ensure proper documentation.
- Managed over 50 customer requests via telephone and email per day.
- Prioritize and manage own workflow to ensure quality and efficiency (i.e. meet deadlines; be flexible in adjusting to changing work priorities)
- Strong knowledge and understanding of cash management products, credit process and pricing philosophy
- Demonstrates innovative approaches to business development and meeting client needs
- Managed high priority and confidential correspondences (e-mails and phone calls)
- Sense of urgency when appropriate with a strong commitment to business ethics and audit requirements

07/2015 to 10/2015

COMMERCIAL BANK INTERN Company Name " City , State

- Open and maintain customer accounts by recording information.
- Identifying and assessing customers' needs to achieve satisfaction.
- Managing incoming calls and customer service inquiries.
- Used company's accounting software to verify customer identity before withdrawals were made.
- Assisted with inter-branch bank reconciliations at the end of each month.
- Assisted the accounting department in the preparation of documents for audit.
- Process standard teller transactions for customers including servicing client accounts, cashing checks, balancing cash drawers and correcting discrepancies.

- Developed research reports and gained experience within the bank's finance, credit risk, commercial lending, consumer lending, mortgage lending, operations, and strategy departments.
- Engaged colleagues as an efficient branch operational team, balanced daily work, and studied monthly financials.
- Performed teller functions in accordance with established bank policies, procedures and regulations.

Education

12/2020

Master of Science : Finance

Webster University - City , State

12/2020

MBA

Webster University - City , State

07/2016

Bachelor of Science Accounting : Accounting And Finance

Afe Babalola University - City

Certifications

ORGANIZATION A.S.A “ African Students Association Webster University (October 2018 “ Present) Position “ member

ATSWA- Accounting Technician Scheme West Africa (July 2015- present) Position -member

Certificate in Leadership development “ African Leadership Development (April 2017)

ICAN-Institute of Chartered Accountants of Nigeria (2018)