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## Accounting Office Manager Resume

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### Job Objective

Long time Accounting Office Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

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### Highlights of Qualifications:

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- Admirable experience in managing accounts in an office environment
  - Outstanding knowledge of Generally Accepted Accounting Principles
  - Deep knowledge of financial and accounting software applications
  - Exceptional ability to maintain records of all accounting transactions
  - Remarkable ability to interpret and analyze all financial records
  - Ability to prepare clear and concise correspondence
  - Ability to perform account reconciliations accurately and locate outages
  - Ability to perform financial analysis and interpret statutes
  - Skilled to work in a fast paced environment and complete work on deadline
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### Professional Experience:

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Accounting Office Manager  
Harvey's, Washington, VA  
October 2008 – Present

- Administered various office functions such as clerical work and preparing various reports.
- Determined various ways to improve effectiveness of operations.
- Monitored work and ensured compliance to all corporate standards.
- Managed work of subordinates and evaluated it on a regular basis.
- Developed plans to design goals and ensured it accomplishment.
- Maintained payroll, account receivables and payable and prepared records.
- Ensured work according to Federal, State and local labor laws and regulations.
- Facilitated work in accordance to company handbook.

Accounting Specialist  
SandForce, Inc., Washington, VA  
August 2003 – September 2008

- Ensured compliance to all federal and state policies and regulations.
- Managed expenditure for organization, processes all purchase vouchers and analyzed data.
- Monitored vendor invoice, prepared code for data entry and reviewed it to ensure accuracy.
- Analyzed any payment discrepancy with vendors and resolved it.
- Performed accounting work on computerized accounting software, maintained and analyzed data.
- Administered everyday working of organization such as managing correspondence and telephone lines.

Accounting Coordinator  
LaBarge, Inc., Washington, VA  
May 1998 – July 2003

- Documented and evaluated all invoices and ensured approval prior to payment.
  - Maintained records of all employee expenses and account payables.
  - Ensured signatures on all account payable checks.
  - Managed vendor inquiries and ensured resolution.
  - Analyzed all accounts and maintained accuracy in data.
  - Coordinated with Accounting Manager and completed special projects.
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### Education:

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Bachelor's Degree in Accounting  
Millikin University, Decatur, IL

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