
Accounting Office Manager Resume

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.

Highlights of Qualifications:

- 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
-

Professional Experience:

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.
-

Education:

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

[Build your Resume Now](#)