
Assistant Finance Manager Resume

Job Objective

Experienced Assistant Finance Manager seeking employment with reputable organization where my skills and training can be a positive contribution to company.

Highlights of Qualifications:

- Wide experience in account receivable and providing client services in a public environment
 - Deep knowledge of ERP system such as business analysis
 - Exceptional knowledge of airline accounting procedures
 - Immense ability to maintain confidentiality of information
 - In-depth knowledge of financial concepts and financial statement analysis
 - Wide knowledge of governmental accounting principles and practices
 - Outstanding ability to maintain relations with employees and clients
 - Ability to prepare GAAP and SEC reports
 - Proficient in financial concepts and practices
 - Solid understanding of computers and preparing financial reports
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Professional Experience:

Assistant Finance Manager
TMX Finance, Springfield, MO
October 2008 – Present

- Administered everyday operations for managing accounts according to company procedures.
- Assisted finance manager and worked with external auditors to prepare financial reports.
- Supervised company payrolls and provided benefits to staff.
- Maintained records for accounting and prepared controls for outstation.
- Evaluated account payable and resolved issues with suppliers.
- Developed financial policies and procedures and ensured effective implementation.
- Analyzed and researched all issues and recommended resolution for same.
- Supervised and evaluated work of departmental staff.

Finance Supervisor
CSC, Springfield, MO
August 2003 – September 2008

- Analyzed all invoice reports and informed supervisor of all invoices processes.
- Maintained communication with clients and monitored all un cleared cheques for same.
- Managed customer issues regarding invoices such as specific transactions and changes made in invoices.
- Prepared ad hoc reports for clients in coordination with other departments.
- Facilitated in making complex invoices and processed invoices at end of month.
- Developed and documented standard operating procedures.

Senior Finance Specialist
CIGNA, Springfield, MO
May 1998 – July 2003

- Maintained inventory and recorded cost of all goods sold.
 - Administered all account receivables and prepared quarterly and monthly reports.
 - Prepared monthly financial statements and analyzed it on a regular basis.
 - Forecasted good requirement and prepared records for same.
 - Coordinated with finance team and resolved all accounting problems.
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Education:

Bachelor's Degree in Corporate Finance
Coastal Carolina University, Conway, SC

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