
Business Office Manager Resume

Job Objective

To secure a position as Business Office Manager and to be considered a valued member of your team.

Highlights of Qualifications:

- Admirable experience in managing office work in a business environment
 - Sound knowledge of office procedures, accounts receivable, cashiering, and billing methodologies and practices.
 - Exceptional knowledge of accounting principles and financial
 - Familiarity with budgeting, accounting, business contracts, purchasing, grants and payrolls
 - Ability to interpret and verify financial documents
 - Ability to record financials in a systematic manner
 - Ability to manage people and succeed in metrics-driven environment
 - Ability to quickly identify problems and find effective solutions
 - Ability to train employees on new standards and procedures
 - Ability to plan, coordinate and handle office activities
 - Strong analytical, organizational and process skills
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Professional Experience:

Business Office Manager
HCR ManorCare, Pittsburgh, PA
October 2008 – Present

- Supervised working of office and ensured efficient production in all.
- Developed various policies and procedures for office activities.
- Monitored inquiries such as all collection activities such as past dues.
- Managed vendor invoices and maintained records of payments made and due.
- Prepared records of all deposits, cash collection and maintained records in ledgers as necessary.
- Assisted employees in filling benefit forms and ensured accuracy.
- Performed troubleshoot on all payrolls and benefits in case of discrepancies and assisted employees in queries for same.

Business Office Coordinator
HNTB, Pittsburgh, PA
August 2003 – September 2008

- Determined ongoing procedures and evaluated all information and ensured work according to deadlines.
- Ensured compliance to account calendar prepared on a monthly basis and ensured work accordingly.
- Maintained all information of personnel, managed and processed payrolls and updated records on a regular basis.
- Assisted in recruiting team members and managed orientation process.
- Coordinated with executive director and assisted in building a professional team.
- Managed work according to programs and policies to ensure optimal quality.

Business Office Specialist
Amedisys, Inc., Pittsburgh, PA
May 1998 – July 2003

- Managed incoming and outgoing mail and ensured appropriate stamps on all mails.
 - Evaluated receipts and updated payments appropriately in records databases.
 - Maintained records of daily cash deposits and prepared cash control sheets.
 - Monitored issues faced with vendors and obtained payments for all bills.
 - Ensured appropriate records of office petty cash and maintained records for same.
 - Greeted all callers and determined purpose of call and transferred to appropriate department.
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Education:

Bachelor's Degree in General Management
Newbury College, Brookline, MA

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