
Finance Administrator Resume

Job Objective

Looking for work as a Finance Administrator to help increase the efficiency and help the organization to meet their long-term goals.

Highlights of Qualifications:

- Remarkable experience in accounting and business administration
 - Huge knowledge of budgeting, accounting, payroll and accounts payable
 - Deep knowledge of Agency and Finance regulations as well as budget formulation
 - Familiarity with Finance procedures and automated financial systems
 - Amazing ability to outlined and install accounting systems
 - Outstanding ability to evaluate accounting data
 - Superior customer service skills
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Professional Experience:

Finance Administrator
BOSTON Finance, Newark, NJ
November 2007 – Present

- Executed first-line supervision functions.
- Administered staff workload and imparted information and guidance.
- Handled full range of financial activities.
- Acted as lead focal point for financial administrative issues.
- Formulated accountings and general ledger accounts.
- Evaluated and processed corrective vouchers.
- Aided in development of commitments and obligations.
- Reviewed moderately complex accountings.

Finance Administrator
NORTHBROOK Finance, Newark, NJ
December 2003 – October 2007

- Coordinated with VP Finance and other departments.
 - Evaluated procedures and outlined recommendations.
 - Managed accounting department procedures manual.
 - Evaluated variety of financial reports and documents.
 - Formulated composite reports and assessed grant applications, budgets and contracts.
 - Maintained grant expense spreadsheets and computed journal entries.
 - Outlined various government reports.
 - Authorized annual insurance policy update.
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Education:

Bachelor's Degree in Accounting
Lake Superior College, Duluth, MN

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