
Financial Administrator Resume

Job Objective

Looking for a Financial Administrator position within your organization on a full time basis to also help the organization with my experience.

Highlights of Qualifications:

- Remarkable experience in overseeing, developing and imparting administrative services
 - Huge knowledge of formulating financial reports and statements
 - Deep knowledge of computing salary and budget forecasts
 - Solid understanding of MS Office and accounting procedures
 - Familiarity with federal government cost recovery environment
 - Superior analytical and organizational skills
-

Professional Experience:

Financial Administrator
Dollar General Corp, Appleton, WI
November 2007 – Present

- Imparted general office support.
- Assessed client appointments and oversaw administrative workflow for team.
- Supervised each step of investment process.
- Extended general office support for department.
- Managed multiple tasks as required.

Financial Administrator
Ally Financial, Appleton, WI
December 2003 – October 2007

- Formulated billing files and manual invoices.
 - Offered invoices to the client and coordinated with clients.
 - Executed monthly reconciliations of billed & unbilled activity.
 - Assessed and classified unbilled AR balances.
 - Reviewed ongoing processes to outline areas for potential improvement.
-

Education:

Bachelor's Degree in Accounting
Charleston Southern University, Charleston, SC

[Build your Resume Now](#)