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## Office Manager Bookkeeper Resume

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### Job Objective

Office Manager Bookkeeper with strong accounting skills and experience seeking a job which offers opportunities for growth.

### Highlights of Qualifications:

- Exceptional experience of accounting in retail and manufacturing industry
- Deep knowledge of accounting procedures and budget
- Huge knowledge of double sided entry accounting process
- Remarkable ability to coordinate with staff members and director
- Outstanding ability to multi task and prioritize work
- Ability to analyze all accounts efficiently
- Ability to work in fast pace environment
- Proficient with Microsoft Office applications, QuickBooks Enterprise 12 and double sided entry accounting
- Ability to learn new systems and software quickly

### Professional Experience:

Office Manager Bookkeeper  
Pneucleus Technologies LLC, Detroit, MI  
August 2007 – Present

### Responsibilities:

- Provided administrative support to all office executives.
- Determined professional relationship with suppliers and donors for transactions.
- Assisted to compile all tax donation letters on annual basis.
- Developed budgets and monitor all transactions.
- Maintained record of all revenue processes and expenses.
- Ensured accuracy in all financial statements for cash flows.
- Coordinated with accounting form to resolve complex issues.
- Prepared financial summary to be presented to finance team.

Office Manager Bookkeeper  
PeraHealth Inc., Detroit, MI  
May 2004 – July 2007

### Responsibilities:

- Managed communication with all staff members in meetings.
- Analyzed financial results to maximize profits for organization.
- Participated in all departmental meetings and prepare reports.
- Developed and implemented improvements to office processes.
- Supervised activities for account receivables and payables.
- Evaluated subordinate entries as per determine accoutnign principles and procedures.
- Performed financial audit on all documents on annual basis.
- Assisted to reconcile all bank information for depository accounts.

### Education:

Bachelor's Degree in Accounting  
Ohio University, Athens, OH

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