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Objective

To contribute acquired bookkeeping and office management skills to an organization offering opportunities for advancement.

Summary of Qualifications

A manager and bookkeeper with over 14 years of experience in successfully managing accounts and employees. Utilize strong interpersonal and communication skills to motivate staff to increase efficiency and profit margin. Effectively set priorities in order to meet operational deadlines and long-term goals while maintaining accuracy in documentation, accounts and reports.

Experience

2001-Present NATURAL FOODS, Raleigh, NC

Manager/Bookkeeper

Supervise a staff of 25 and act as a liaison between owners, employees and clients by promoting open communication. Efficiently handle Accounts Payable/Receivable and expense control procedures including reconciliation, purchase orders, inventory verification, charge backs and daily bank deposits. Follow through on timely and accurate month-end financial reporting. Confidentially maintain human resources files and actions including W-2 withholdings, benefits and bi-weekly payroll processing.

1998-2001 DIVA HAIR SCHOOL, Wake Forest, NC

Bookkeeper

Managed accounts payable/receivable and scheduled billing for a beauty school with up to 100 students. Calculated and distributed bi-weekly payroll. Maintained inventory, tracked student hours, managed collections and processed certifications.

1996-1998 JAMES AND SONS, Davidson, NC

Verification/Payables Clerk

Verified and balanced invoices, cash receipts, billings, purchase orders, inventory and bank accounts for a manufacturing company. Assisted Head Bookkeeper in processing Accounts Payable/Receivable.

1993-1996 UNIVERSAL BANK, Tar Creek, NC

Teller

Processed and handled cash transactions and provided excellent customer service.

Education

WAKE COLLEGE, Raleigh, NC - Courses in Accounting and Management

Computer Skills

Proficient in Windows or Mac OS, Microsoft Office Suite, Peachtree, and QuickBooks.