
Professional and competent Office Manager, Human Resources Manager, Bookkeeper, Financial Administrator, and Executive Assistant highly organized, detail oriented, honest, affable and adaptable with the ability to prioritize and handle confidential information.

EXPERIENCE

**2012-3/2013: Full Charge Bookkeeper & Human Resources Manager
Impact Digital
New York, New York – Digital Retouching Firm**

- Work closely daily with the CEO and the Controller and part of the Accounting Team.
- Responsible for all administrative, bookkeeping and human resources functions of the company.
- Manage Accounts Payable in all aspects from bill approvals to entries in Quickbooks.
- Acted as back-up support staff for Accounts Receivable.
- Processed Accounts Payable and Accounts Receivable reconciliations
- Processed client credit card payments through Master Card, Visa, Amex merchants.
- Assisted in the execution of special projects on an as need basis.
- Paychex used for processing bi-weekly payroll and confirmed and verified accuracy of payroll.
- Handle all HR inquiries from 80+ employees in regards to payroll and benefits.
- Ensure all employee folders are accurate and up to date and in compliance.
- Process new hire paperwork and support.
- Distribution of all Payroll and Employee related communications.
- **Utilize: QuickBooks, File Maker Pro, Bank Remote Check Deposit, Paychex, Microsoft Word, Excel and Outlook, Extensive Internet Research.**

**2011-8/2012: Director of Finance & Administration
Biscuits & Bath
New York, New York – Doggy Daycare, Spa & Gym**

- Director of Finance & Administration for Corporate office and 8 locations – in charge of all bookkeeping, payroll, administration and human resources functions of the Company.
- Work closely daily with the CEO, President and the Controller and part of the Senior Management Team.
- Created Policies and Procedures Manual for Finance & HR
- Maintain the company books on a daily basis.
- Manage Accounts Payable, Account Receivable, Payroll, 401K and all other employee benefits.
- Process payroll for over 200 plus employees with time & attendance migration using ADP
- Responsible for bank reconciliations.
- Update daily the company's performance –snap shot of company's performance, assets, liability.
- Process and file monthly and quarterly sales tax returns.
- Track cash & petty cash and make weekly petty cash journal entries.
- Prepare monthly, quarterly financial statements & produce key performance metrics.
- Assist in the execution of projects on an as need basis.
- Benefits Administrator responsible for health insurance, worker's compensation, LTD, Fidelity 401K Plan and administer all other employee benefits.
- **Utilize: ADP-Work Force Now, ADP- HRB, ADP-Payroll, ADP-ETime, QuickBooks, Traverse, Zeus, PetShop, Microsoft Word, Excel and Outlook, Extensive Internet Research.**

**2009-2011: Financial Administrator
Grace Church Brooklyn Heights & Grace Church Nursery School
Brooklyn Heights, New York – Church & School**

- Bookkeeper and Financial Administrator for Church and School – in charge of all bookkeeping functions.
- Generate financial data and reports as requested using Excel and QuickBooks such as tracking expenses, income, grants, budgets, benefits, salaries, data management, educational programs including summer & musical programs.
- Prepare month end closing financial statements and general ledger improvement work.
- Excellent written and oral communication skills.

- Responsible for Bank Reconciliation for both Church & School Bank Accounts.
- Weekly accounting and banking of Parish Pledge and all donations.
- Daily telephone liaison with accountants, insurance companies, vendors, 403B pension plan.
- Responsible for Accounts Payable for Church and School.
- Responsible for Accounts Receivable for the Church and School and also quarterly invoicing of Tuition invoices and reconciling Tuition accounts.
- Payroll Administrator – manage and process payroll for employees of the Church & School using Paychex.
- Generate bi-weekly payroll journal entries on QuickBooks.
- Plan Administrator and liaison for all employee notification and bi-weekly and monthly 403B Pension
- Handle all financial and Administrative duties for the Church and School.
- **Utilize: QuickBooks, Excel, Microsoft Word, and Outlook and Internet.**

**2000-2007: Office Manager, Bookkeeper and Executive Assistant to President of Hedge Fund
A.W. Jones Company, New York, NY – Hedge Fund**

- Assist with all aspects of Foundation work for year-end including assisting with the tax return.
- Responsible for all bookkeeping and administrative functions for the Foundation.
- Analyze corporate and individual accounts with \$200 Million plus in investments and manage business and personal financial activity including the analysis of fiscal and year-end financial data.
- Prepare all bookkeeping data for both year-end and fiscal audit to generate clients K1's
- Preparation of cash flow analysis, clients interest on undrawn capital schedule, clients capital withdrawal schedule, schedules of monthly operating expenses, bank reconciliations
- Daily telephone liaison with clients, money managers, accountants, legal counsel, vendors, insurance companies, 401(k) representative and health insurance companies
- Generate financial data and reports as requested on Excel
- Create and maintain filing systems and review daily mail.
- Manage office and purchase office equipment, furniture and general supplies.
- Payroll Administrator – manage and process payroll for employees.
- Personal Executive Assistant to President of first Hedge Fund in the World.
- **Utilize: QuickBooks, Microsoft Word, Excel and Outlook, Extensive Internet Research.**

**1996-2000: Bookkeeper to Chief Financial Officer
Quick & Reilly, Inc., New York, NY – Brokerage Firm**

- Responsible for all facets of Bookkeeping for over 100 branches including A/P, A/R and bank reconciliations.
- Assisted the CFO and Tax Manager with the financial operations of over 100 branches.
- Responsible for Administrative functions and daily financial performance reports for the branches.
- **Utilize: Oracle Financial Accounting System, Macola Accounting System, Microsoft Word, Excel, Outlook and Internet.**

**1993-1995: Bookkeeper to Chief Financial Officer
J. Epstein & Company, New York, NY – Brokerage Firm**

- Responsible for all Accounts Payable for Company and President's Personal bookkeeping.
- Responsible for payroll for personal household staff.
- Responsible for all personal expenses relating to airplane and pilots.
- Handle personal insurance for property and cars and airplanes.
- Prepare correspondence relating to personal and business affairs.
- Create and maintain filing systems and review daily mail.
- Generate financial data and reports as requested on Excel.
- Responsible for administering of household petty cash accounts.
- Assist with maintaining brokerage accounts and bank accounts and process stock purchases and sales journal.
- **Utilize: QuickBooks, Platinum Accounting System, Microsoft Word, Excel and Outlook.**

EDUCATION

1993-1996 York College, Queens, NY