

Objective

To be employed by a company who will utilize my 20 years of experience as an office manager.

Employment History

Office Manager/Bookkeeper

December 2012-December 2018 Auto-Chlor System, Richmond Hill, New York

- Managed an office of 20 (twenty) employees.
- Handled all payments from drivers and ensured all money is correct
- Sorted mail on a daily basis.
- Managed payroll using ADP payroll system.
- Dispatched drivers to their current work assignments.
- Answered all incoming calls from customers and employees.
- First point of contact for any issues pertaining to payroll or customer accounts.
- Inventory of office supplies on a monthly basis
- Handling reconciliations for bank and general ledgers, and processing payroll
- Completing monthly, quarterly, and year end close, on time and in an accurate manner
- Filing documents to maintain records
- Putting together the trial balance and financial statements, including balance sheet, income statement, and cash flow statement
- Processing accounts payable and accounts receivable; handling collections as needed

Office Manager

October 2011-September 2012 Extreme Plumbing & Heating Service-Plainview, NY

- Managed payroll for 10 (ten) employees using Paychex system.
- Dispatched current jobs to drivers.
- Handled Cash/Credit card payments from customers.
- Created bills for customers.
- Answered phones and general filing.
- Office inventory for supplies on a monthly basis.

Supervisor/Dispatcher

1994-October 2011 Skyline Credit Ride, Long Island City, NY

ET 327680

- Heavy call volume, responsible for over 600 drivers.
- Supervised 30 (thirty) employees.
- Entered customer information into Aleph system. Information such as, address, reservations, time and locations of pickups.
- Assisted drivers with directions and customer information.
- Back for President's secretary

Education

Graduated Grover Cleveland High School Queens, NY

- High School Diploma

Skills

- Microsoft Word, Microsoft Windows, Quick Books ESC, Paychex, ADP

Other Experience

Very responsible and reliable worker. Vast experience with customers, billing, and supervisor large groups of employees. Understanding of various payroll systems. Efficient in daily tasks. More than 20 years of experience in the office manager role and/or dispatcher. Ability to act quickly, concisely, and calmly.