**Betsy J. Brown**

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**Career Summary:**

Highly organized and professional office manager bookkeeper with strong accounting knowledge and numerical ability. Possess excellent bookkeeping, data-entry, and administrative skills required to keep and update accurate financial records as well as organize and ensure smooth running of office operations.

**Summary of Skills:**

* Thorough knowledge of bookkeeping and accounting terms and concepts, accounting and financial policies and procedures as well as strong experience in record keeping, reporting, data-entry, office management and administration, and providing effective customer-service
* Ability to compile, copy and sort file records of office, business transactions, and other activities
* Proficiency in using MS Word and Excel, spreadsheets, ERP systems, QuickBooks, accounting and bookkeeping software applications
* Excellent organizational and time-management skills with the ability to handle multiple tasks simultaneously
* Strong attention to detail as well as problem-solving skills to overcome day-to-day challenges
* Effective written and verbal communication skills
* Ability to interpret financial information in an easy and concise manner
* Strong analytical skills to identify financial or other issues and provide solutions
* Ability to adapt in a fast-paced work environment as well as to maintain a high-level of confidentiality of the financial records
* Strong leadership and team working skills to direct and motivate team members effectively

**Work Experience:**

Office Manager Bookkeeper

Fedele and Murray Inc., New York, NY

March 2016 - Present

* Maintaining financial records according to generally accepted accounting principles, and ensuring company's books are up-to-date, and accurate
* Overseeing general ledger entries, account payable and receivable, cash management, and reconciliation of financial statements
* Ensuring company's books are accurate and up-to-date and utilizing QuickBooks appropriately as well as verifying and resolving discrepancies in the account books properly
* Supported administrative functions that include managing phone calls, mails and scheduling of appointments with the clients as well as escalating customer issues with the appropriate person
* Assisting with the preparation of financial information as needed as well as managing high level of confidentiality of the financial reports or other paperwork
* Assisting in the preparation of monthly and annual financial records
* Communicating accurate financial metrics to senior management and CEO for making effective decisions
* Working closely with HR personnel to recruit, select, and provide training to the new employees

Bookkeeper

Katz Group, New York, NY

January 2015 - February 2016

* Utilized QuickBooks to record, store and analyze financial information as well as checked figures, postings, and documents for correct entries, mathematical accuracy, and proper codes
* Maintained and balanced general ledgers by transferring subsidiary account summaries,
* Prepared and presented monthly general ledger reports to each department at month-end
* Managed and ensured bookkeeping activities complied with federal, state and company policies, and regulations
* Maintained accurate historical records by filing documents both physically and electronically
* Updated files and records related to company's financial transactions, revenue and expenses
* Worked with the financial controller on weekly cash management processes, and assembled information for internal and external auditors for annual audits
* Managed accounts payable and receivable transactions, processed payrolls, reconciled bank and financial statements, and performed other accounting functions as assigned
* Assisted in establishing efficient accounting procedures and schedules that helped team to learn more effectively

Entry-level Bookkeeper

North Ridge Ford Corporation, New York, NY

February 2013 - December 2014

* Kept financial records using computerized and manual bookkeeping systems
* Assisted with annual budget preparation and auditing processes as well as calculated variances in numbers, and reported significant issues to upper management
* Entered and maintained client data and financial information into QuickBooks as well as reconciled client accounts to ensure accuracy
* Assisted in preparing financial statements and reports, including profit-loss and balance sheet statements
* Entered key data of financial transactions in the database with accuracy and efficiency
* Posted journal entries, performed account reconciliations and other bookkeeping tasks as assigned by senior bookkeepers

**Education:**

* Associate's Degree in Accounting  
  University of New York, New York, NY  
  2012

**Certification:**

* Certified Public Bookkeeper  
  2013

**Reference:**

On request.