

MARY EVANS

ADDRESS: XXXXXXXXXXXX PHONE NUMBER: XXXXXX E-MAIL: XXXXXXXXXXXX

BOOKKEEPING GENERAL LEDGER ACCOUNTING SUPPORT OFFICE ADMINISTRATION RECORDKEEPING
DATA ANALYSIS, REPORTING, AND DOCUMENTATION PRESENTATION CLIENT / CUSTOMER ASSISTANCE

PROFILE OVERVIEW

Reliable, systematic, and versatile professional equipped with more than 13 years of office management, administrative support, and general accounting experience. Highly collaborative and conscientious; interacts well with people including executives and individuals with diverse backgrounds. Highly efficient in processing information in compliance with requirements, using extensive knowledge and ability in interpreting financial data. Articulate communicator who thrives in performing multiple tasks in competitive, highly challenging, and deadline driven environments.

PROFESSIONAL EXPERIENCE

Orange County Coachworks Middletown, NY

Bookkeeper / Office Manager

2005-2009

- Ensured accuracy, proper compilation, and processing of all account payables and administered timely payment or transactional processing of company bills and expenses.
- Oversaw monthly bank reconciliations, trial balance, and year-end reports.
- Managed preparation and timely completion of monthly and quarterly sales tax returns.
- Accurately prepared and filed DMV forms for registration and titling processing.
- Streamlined daily office operations through broad and proficient administrative support.
- Performed other office duties, including customer service, data entry, and documentation.

Ralph H. Kroner, CPA New York, NY

Office Manager / Account Clerk

1997-2005

- Developed general accounting statements, spreadsheets, and reports.
- Assisted in improving performance of accounting and bookkeeping functions.
- Verified accuracy of expense reports and balanced bank accounts.
- Managed and maintained organization of financial records while preparing and ensuring credibility of sales and tax reports.
- Processed and completed weekly payroll, payroll tax returns, W-2's, and 1099's.
- Worked in partnership with tax auditors in examining tax returns and prepared individual/sole proprietorship tax returns.

Prof Tax Services, PC New York, NY

Administrative Assistant

1993-1996

- Rendered general administrative support to accountant in order to guarantee seamless internal audits for various customers' income and expense verification.
- Played an important role in implementing expense control strategies by ensuring accuracy in monitoring expense reports.

EDUCATION

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING (MAY 2009)

Orange County Community College, Middletown, NY

OTHER CREDENTIALS

Member, American Institute of Professional Bookkeepers
Notary Public