

**BOOKKEEPER / OFFICE MANAGER**

Meticulous and proactive administrative professional with 20 years of experience in accounts payable/receivable, project accounting, payroll administration and office management. Proven ability to bolster the efficiency and cashflows of multi-million dollar organizations. Perfectionist's eye for detail and astute analytical skills channelled to control costs, avoid accounting errors, and resolve billing issues. Polished interpersonal style with exceptional customer relations talents, adept at building rapport and trust with clients and suppliers. Excels in dynamic, fast-paced environments that demand "grace under fire" and excellent organizational skills.

**EXPERTISE & STRENGTHS**

- Accounts Payable/Receivable
- Payroll & Benefits Administration
- Project Accounting
- Month-End Reconciliation & Reporting
- Office Management
- ♦ General Ledger & Journal Entries
- Client & Vendor Relations
- Process & System Implementation
- Efficiency Improvements
- Confidentiality Assurance

**PROFESSIONAL EXPERIENCE****ACCOUNTS PAYABLE****2001 - 2009***Company Marketing Canada, Toronto, Ontario*

Initially retained by this award-winning advertising company to resolve an extensive accounts receivable backlog. After putting in place a billing schedule to facilitate the timely reconciliation of projects, transitioned to manage the accounts payable processes for operations in Toronto, Montreal, Calgary and New York.

- Upon joining the company, demonstrated resourcefulness and quick study capabilities to swiftly master the accounting systems and processes with little training or supervision.
- Streamlined and standardized accounts receivable practices to reflect project-based accounting principles, and instituted client-specific billing schedules to optimize cashflows.
- Assumed exclusive responsibility for processing \$5M+ in monthly payables to film companies, suppliers and talent.
- Took the time to investigate and resolve discrepancies, errors and omissions in the accounts, including inappropriate categorization of costs.
- Prioritized expenditures to avoid late payment penalties while working within the constraints of tight cashflow controls and industry requirements that 75% of production costs be paid up front.
- Liaised with accounts receivable staff on a daily basis regarding invoicing to ensure the availability of funds to cover production expenses.
- Exercised discretion and sound judgement to handle sensitive account inquiries from suppliers.
- Reconciled all inter-company and project accounts, and issued month-end closing reports.
- Processed semi-monthly payroll for 120± salaried employees, and administered group benefits.

**BUSINESS MANAGER, CIBC Account****2001***Company Group, Toronto, Ontario*

Brought in by this marketing firm to provide project accounting support for the key Name Account. Span of responsibilities included setting up the accounting records for each project, working with cross-departmental colleagues to finalize estimates, coordinating and processing invoicing and payables, and reconciling accounts upon project completion.

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## PROFESSIONAL EXPERIENCE, CONTINUED

### PRODUCTION BILLING

1999 - 2001

*Company Advertising Limited, Toronto, Ontario*

Engaged for a one-year contract to provide maternity-leave coverage in the accounting department. Offered a contract extension after demonstrating a high level of professionalism and initiative, and entrusted with administration of production billing for the high-priority Big Five Bank account.

- Handled all aspects of the billing cycle, including coding and computerizing supplier invoices, preparing Excel-based statements of docket summaries, and opening, closing & reconciling job dockets.
- Collaborated with account executives to review and allocate billable employee time and expenses.

### OFFICE MANAGER / ACCOUNTING

1996 - 1999

*Name Communications Inc. (now part of Name Group), Toronto, Ontario*

Joined this newly established pharmaceutical advertising agency to oversee the full continuum of administrative details involved in day-to-day operations management, freeing the principals to focus on business growth.

- Presented a polished and professional demeanour as the first point of contact with clients and the general public.
- Managed all accounting and bookkeeping processes, including AR/AP, bank deposits, payroll & benefits, general ledgers to trial balance, and account reconciliation.
- Provided financial analysis and accounting support for project job costing and new business development.
- Established the workplace health & safety policies and protocols for the company.

*Previous experience includes 7 years in payroll & benefits administration and production billing with Name Advertising Agency Ltd.*

## COMMUNITY INVOLVEMENT

**Bookkeeper / Treasurer's Assistant, Name Club, Maple-ON**  
*Administers AR/AP and General Ledgers for a volunteer-run organization with \$100k+ in annual revenues*

## EDUCATION

Payroll Administration Certificate • Payroll Supervisor Certificate  
*University of Waterloo, Waterloo-ON*

Accounting Studies, *Certified General Accountants of Ontario*

Workplace Health & Safety Course

High School Graduation Diploma

## TECHNICAL PROFICIENCIES

MS Office (Word, Excel, PowerPoint, Outlook, Access)  
Adtraq Accounting System • Ceridian Payroll System • ADP Payroll System  
Adbase Accounting System • Harris Donovan System

## LANGUAGES

ENGLISH • ITALIAN