

Career Statement

I am a proficient and highly motivated finance team member with more than twenty years' experience in service-oriented industries.

Key results include:

- Delivered excellent customer service to both internal and external customers, including phone, email and face-to-face contact, receiving positive client feedback regularly
- Maintained a reputation for accurate financial records with outstanding cash handling and reconciliation skills, resulting in a negligible error rate
- Established high quality and timely invoice processing for debtors and creditors, improving turnaround times and delivering accurately in advance of deadlines

Work History

FLINDERS FUNDING, Flinders University, Bedford Park SA
Accounts Payable / Receivable Clerk (2011 – present)

Overall responsibility for financial accounts covering the full range of business activities, including debtors, creditors, invoicing, cash handling, and bank reconciliations for multiple business partners.

- Managing end-to-end creditor financial transactions involving expense invoices, stock invoices, reconciliation and payment of both weekly and monthly creditors, ensuring timely payments and improved business cash flow
- Processing up to 200 creditor invoices per week with a high level of accuracy and efficiency, resulting in continued supply chain and positive customer relationships
- Establishing high standards of professionalism in issuing manual debtor invoices, processing account invoices through the Redcat POS system, and following up any overdue debtor accounts promptly
- Providing an outstanding and reliable cash handling service to business partners including distribution of change, reconciliation of daily takings against POS and cash sheets, adjustments for discrepancies, and liaison with security for banking

H&I ACCOUNTING Pty Ltd

Accounts Payable / Receivable Clerk (2003 – 2011)

Portfolio management of financial accounts including debtors, creditors, invoicing and bank reconciliations for customers across all business sectors.

- Entered invoices into accounts payable approval system for routing to project managers
- Assisted with posting of cash receipts and expenses to journals or ledgers as needed
- Reviewed, investigated and corrected errors in financial entries
- Performed general office duties, provided telephone support and maintained files

MAX TAX
Accounting Clerk (1997 – 2003)

Responsible for the preparation and maintenance of accounts payable, client invoices, bank statement reconciliation and expense reports.

- Processed accounts payable using purchase orders, receipts and receiving log
- Performed bookkeeping duties on a daily basis
- Reconciled monthly bank statements and reported to the company's CPA
- Reviewed and processed new accounts with the approval of the CPA

VARIOUS EMPLOYERS
South Australia and Victoria (1988 – 1997)

Previously employed across a range of industries, including retail, telemarketing and food and beverage service.

Voluntary Work

FRIENDS OF MYLOR CONSERVATION PARK
Growing and planting native trees as part of national revegetation project

Education and Qualifications

FIRE WARDEN, Flinders University SA
(20013 – present)

ASSOCIATE DIPLOMA OF COMMUNITY STUDIES, RMIT Victoria
Major in Community Services (1981 – 1983)

Technical Skills

Proficient user of Sybiz and Redcat POS systems
Expert use of Microsoft Office suite including advanced Excel functions and macros

Referees

PETE PETERS, Business Manager, Flinders Funding
Phone: 0431 999 999

MARY MARYSON, Former supervisor, H&I Accounting Pty Ltd
Phone: 0414 999 999