



GENIE BECKMAN



1111 South Avenue ♦ City, NY 10505 ♦ (917) 555-2122 ♦ Genie.Beckman@gmail.com

ACCOUNTING SUPERVISOR & OFFICE MANAGER

Exceptionally competent, seriously discreet, and detail-focused professional with comprehensive knowledge of accounting/auditing principles, extensive hands-on, supervisory and entrepreneurial experience, and track record of improving accuracy, productivity and client satisfaction in deadline-driven environments

CORE COMPETENCIES

- ♦ Start-up Operations
- ♦ AP/AR & Invoicing
- ♦ Taxation Issues & Audit Support
- ♦ Process Streamlining
- ♦ Payroll & General Ledgers
- ♦ QC & Regulatory Compliance
- ♦ Budgeting & Reporting
- ♦ Financial Statement Preparation
- ♦ Leadership & Problem Solving

PROFESSIONAL HISTORY

ADVISORY COMPANY, New York, NY

1998 – Present

Office Supervisor (2007 – Present); **Full Charge Bookkeeper** (1998 – 2006)

Oversee day-to-day accounting operations of registered financial advisory/asset management firm serving high net worth clientele while managing separate books for Management Company with five managing members, bi-weekly payroll, AP and wiring activities.

Key Responsibilities:

- Simultaneously serve as go-to expert for operations department, interim Mutual Fund & Equity Trading facilitator and proactive liaison to over 800 clients.
- Additionally manage wiring/reporting functions and documentation for Special Opportunities Fund, LP (assumed role from COO and consultant) with \$41M in funds and over 150 investors.
- Supervise preparation of monthly budgets and asset/tax/cash flow reports and hold sole responsibility for reviewing and authorizing all wire transfers for seven operating and fund accounts.
- Collaborate with consultant and underlying manager in planning fund payment/closing strategies to reduce risk exposure, which entails budgeting, client communications and high end reporting.
- Continually provide direction and recommendations on systems and processes to reduce labor time/costs.

Selected Achievements:

- Established bookkeeping procedures, reporting structures and tracking spreadsheets upon initial hire, and recently hired/trained staff to support personal promotion transition, which increased efficiency and productivity while enabling more effective company growth.
- Repeatedly requested to assist advisory staff in special projects, including client/revenue reporting, salary scheduling, forecasting, cost-analysis and budget/expense preparation for principal meetings.
- Consistently reduced vendor costs while increasing service standards by conducting thorough research, savvy pricing negotiations and strong relationship management.
- Improved overall compliance by maintaining accurate records and providing necessary data/documentation for internal and external (SEC) audits.

DESIGN INTERNATIONAL FIRM, New York, NY

1997 – 1998

Full Charge Bookkeeper

Recruited by previous client to replace exiting bookkeeper and reported directly to Principal of interior and architectural design firm with 15 employees and over \$1MM in annual revenue.

Selected Achievements:

- Awarded full responsibility for all AP/AR activity, general ledger postings, invoicing, sales tax returns, bank reconciliations and collections, and delivered monthly/quarterly/annual financial reports to CPA.
- Set up payroll database to process over \$80K in bi-weekly salaries and served as HR coordinator handling new hire enrollment records and benefits documentation (i.e. 401K plans and health insurance).
- Developed strong rapport and maintained direct contact with customers and vendors, which improved company's relations and cash flow.
- Self-learned new software (Semafore) to track expenses and product mark ups.



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ENTREPRENUERIAL EXPERIENCE

PROFESSIONAL BOOKKEEPING SERVICE, Staten Island, NY

Owner & Operator

Capitalized on accounting knowledge to launch private practice and established expert, caring reputation within local community.

- Set up complete home-based operation with computer, copier, phone/fax lines, postage meter and office supplies and created business collateral to effectively market services.
- Rapidly developed clientele of over 19 small business owners and entertainment professionals and grew annual gross revenue to over \$45K in less than 18 months.
- Provided wide range of accounting/bookkeeping services, including bank enrollments, online accounts, billing/collections, credit card statement reconciliation and petty cash reporting.
- Prepared income/expense statements, balance sheets, unemployment insurance documentation and tax reports, i.e. payroll, sales/use, commercial rent, quarterly returns and year-end (1099s, W-2s, etc.).
- Sold successful operation and transferred loyal client base to reputable CPA start-up firm (still in business).

EDUCATION

COLLEGE, 2009

Associate of Arts Degree

Graduated Cum Laude, G.P.A. 3.7

VOLUNTEERISM

PROJECT HOSPITALITY, City, NY, Current

Neighborhood Outreach Center Volunteer

TECHNICAL SKILLS

Expert in QuickBooks Pro; Proficient in MS Word/Excel, Advent Portfolio Management Systems, CompuPay, Juxure, Schwablink, Schwab Institutional Trading, Fidelity Advisor Channel and Lawson; Knowledgeable in Bloomberg

Keywords: office manager, accounting director, assistant controller, financial statement review, investment analysis, business development