Fiscal Specialist Fiscal Specialist Kodiak, AK Versatile supervisor with 13 years of experience, skilled in a variety of software tools, who thrives in a dynamic and challenging fast-paced environment. Assertive and enthusiastic, with a multitude of job skills including quickly assessing customer needs and developing solutions. Seeking to apply knowledge and talents to ensure smooth and timely operations of employer. Work Experience Fiscal Specialist City of Kodiak Harbor Department - Kodiak, AK August 2018 to Present * Monthly Billing; Bill all Harbor Customers, Ad hoc Billing for Cruise Ships/Boatyard Customers * Budgeting; Assist Harbormaster create budget * Timekeeping; Manage timeclock for harbor staff * Select New Software for Harbor Operations; Vet software vendors, compare requirements, make recommendations based on requirements * Customer Service; Assist customers with billing questions, boat lifts, crane training, etc * Records Management; Correctly disposition the 3,000 records that were out of date, maintain current records Manager/Bookkeeper Taraflora, Inc - Westlake, OH March 2005 to April 2019 * Manage Staff in Delivery, Design, and Customer Service * Communicate with customers; for daily orders, parties and weddings * Handle all customer issues or complaints * Maintain all computer systems, including network, point of sale system, web page * Bookkeeping via Quickbooks, coordinate with legal representation and accountant * Maintain Stock hard good and perishable for daily use and special events Secretary Peterson Elementary School - Kodiak, AK January 2016 to August 2018 * Customer Service; assist all families, students or KIBSD staff with any questions or issues * Maintain Student Records * Maintain Student Lunch Accounts via software tool * Maintain Stock for office and faculty Software Developer Trek Diagnostic Systems - Oakwood, OH June 2000 to March 2005 * Create software for microbiology medical diagnostic systems * Create validation protocols for testing of software * Create Standard Operating Procedures for software department * Communicate with other departments for current and future software and support needs Education Bachelors of Computer Information Systems in Business Administration Cleveland State University - Cleveland, OH September 1995 to June 1999

Name: Matthew Shields

Email: hoffmanjeremiah@example.org

Phone: +1-399-904-4722