

Eric N. Johnson

PO Box 90082 Portland, Or 97290

503-960-8410 foglifters@gmail.com

Objective: Full-charge bookkeeping/general office administration

Professional overview

Over 30 years experience in full-charge bookkeeping and operations management in the retail and wholesale distribution sector.

Key Skills

- Preparation of all corporate financial reports including balance sheet, P&L, general ledger, A/R, A/P.
- Invoicing and invoice format creation, cash flow reporting and analysis, payroll administration, tax reporting, bank and CC recs, budgeting, inventory.
- Strong experience in Quickbooks, MS office, and MS publisher. Previous experience with Peachtree.
- Interfacing with CPA firms.
- Creation of POS materials and operational forms.
- Proficient in 10-key. Typing 50+ wpm.

Personal Characteristics

- Self starter that works effectively in an independent environment
- Strong organizational and time management ability
- Strong verbal and written communications ability
- Detailed and accurate

Work History

- Pretreatment Compliance Systems, LLC (small business owner, 1993-present)
PO Box 90082 Portland, Or 97290
- J2 Corporation (1990-1993)
Controller and Operations Manager for clothing and jewelry store chain located in major malls in Oregon.
- Various temp bookkeeping positions (1988-1990)
- Previous employment (1975-1988) - cook, delivery driver, outside sales rep

Education

Portland State University

B.S. Business Administration, 1982 GPA 3.3

Elliot Bookkeeping School

Certificate in Bookkeeping, 1988 GPA 4.0