

Michael Vider

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201-978-5263

EMPLOYMENT

Bookkeeping Intern

Klemens Gasser & Tanja Grunert, Inc., New York, NY

November 2013 – June 2014

- Entered in 100-150 sales and expense invoices already filed on site into Quickbooks Online weekly.
- Handled newer invoices as they were incurred, also inputting those into Quickbooks Online.
- Tracked expenses incurred by gallery in day-to-day operations (shipping of sold gallery works, repairs and maintenance, personnel costs, and other miscellaneous charges).
- Digitized gallery expense records and created detailed reference system.
- Interacted with public, providing exhibit information and customer service.
- Provided additional administrative assistance as necessary.

Paid Volunteer

Town of Guttenberg, Guttenberg, NJ

December 2008 – December 2011

- Responsible for supervising children attending after-school programs.
- Work included behavioral management and some tutoring.

EDUCATION

Fairleigh Dickinson University, Teaneck, NJ

2008-2012

- BS. Concentration: Financial Accounting

SKILLS

- Expert knowledge of Windows OS, Peachtree Accounting, Quickbooks Online, Microsoft Office.
- Understanding of General Ledger, A/R and A/P, and GAAP.
- Experience maintaining GL, invoicing and revenue, as well as financial accounting.
- Self-reliant, but equally comfortable working as part of a team.
- Strong attention to detail, punctual.
- Bilingual (English and Spanish, dual native languages).