Terry J. Gartside

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HIGHLIGHTS OF QUALIFICATIONS:

10 years experience in Bookkeeping/Accounting for small businesses and automobile dealerships and 6 years experience in office management.

* Extremely dependable in completing projects accurately and on time.
* Outstanding talent for assessing clients and co-workers needs and providing customized solutions.
* Highly proficient in QuickBooks Pro, Microsoft Word and Excel.

PROFESSIONAL EXPERIENCE:

* Excellent Customer Service Skills : Notary Public
* 11/1981 – July 2009 – New London Motors, Inc., New London, CT.
* 04/2003- July 2009 – Office Manager
* Managed in-house computerized payroll, 401K and employee health benefits.
* Monthly financial statements, reports and journal entries work closely with the company accountant on a monthly basis.
* State of Connecticut Sales Tax reconciliation.
* Reconciled monthly the company bank reserve statements
* Oversaw all the computer hardware and software monthly upgrades.
* Computerized account processing of Sales, Service & Parts departments.
* Process daily Bank deposits and monthly company bank accounts.
* Purchasing of office supplies and equipment.
* A/P & A/R daily and monthly processing. As well as processing monthly floor plan and bank statement reconciliations.
* Perform weekly payroll and monthly reconciliation. (ADP computer system)

11/81 – 5/96 – Automotive Service Dept. Cashier, Warranty Administrator, and Service Advisor

09/86 – 09/89 – Leased and Managed the Franklin Creamery a small Restaurant, Franklin, CT. all managerial duties.

COMPUTER EXPERTISE: Microsoft XP Pro, Windows, Excel, QuickBooks, Pro 2008, (Automotive software) Ford UCS, ERA (Reynolds & Reynolds),credit Card Processing, worked with Napa Auto Parts computer system Napa Tracs, Computerized Cash Registers.

EDUCATION: Penn Foster College online advanced Bookkeeping, Graduated advanced Bookkeeping February 12, 2010. .

Penn Foster College: Current Student studying for my Associates Degree in Accounting

Stonington High School graduated in 1976 – Business

Ford Motor Company and Mazda Motors, accounting courses as well as other manufacturing courses.