

# Jamie Joseph Heiney

Controller

## About Me

Experienced controller with a background in accounting and financial planning. Skilled in AP/AR, cash flow management, and budgeting. Excels in simplifying complex financial topics and communicating effectively with stakeholders. Proven track record of implementing efficient systems for financial tracking and reporting.

## Skills

- Accounts Payable/Accounts Receivable (AP/AR)
- Bank & Credit Card Reconciliation
- QuickBooks (Enterprise and Online)
- Google Sheets
- Excel Cash Flow Management
- Budgeting and Financial Planning
- Excellent communication
- Simplification of complex topics

## Experience

### Accountant

Dec 2019 - May 2022

- Managed bookkeeping needs for several capital funding companies
- Created chart of accounts and performed bank reconciliation
- Organized, formatted, and imported large amounts of data from CRMS, software, and Google Sheets
- Designed and implemented a comprehensive loan tracking system using multiple interlinked Google Sheets and App Scripts
- Utilized the accounting system for multiple companies owned by Alpha Capital and provided consulting services to other companies

### Nursing Home Game Creator

Feb 2017 - Feb 2019

- Developed interactive group games for elderly care facilities to address the lack of stimulating and engaging content for elders
- Grew client base to over 30 nursing homes and hundreds of happy users
- Managed accounts receivable and gained a broad understanding of business and management

### AP Regional Manager

Jan 2015 - Mar 2017

- Oversaw AP transactions and personnel for four nursing homes
- Negotiated with vendors for more favorable contracts
- Maintained all accounts payable reports, spreadsheets, and files
- Acted as a liaison between corporate and nursing home accounts payable departments
- Managed emails and website domains for the corporate staff

## Education

**Certificate. Accounting Foundations**

2018

Accounting Foundations: Bookkeeping QuickBooks Online Essential Training QuickBooks Pro Essential Training

## **Diploma**

May 2008

Dual Enrollment Florida International University

## **Accounting Course**

Accounting Coach course by Harold Averkamp

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