

Jamie Joseph Heiney

Office Manager

About Me

Motivated office manager with expertise in accounting and financial management. Dedicated to optimizing office productivity and reducing costs by streamlining processes and implementing new technologies. Proven track record of developing efficient systems and procedures that improve daily operations.

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
- Designed and implemented a comprehensive loan tracking system using multiple interlinked Google Sheets and Google App Scripts
- Provided consulting services to other companies

Nursing Home Game Creator

Feb 2017 - Feb 2019

- Developed interactive group games for elderly care facilities
- 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
- Managed emails and website domains for the corporate staff

Education

Certificate - Accounting Foundations

2019

Accounting Foundations: Bookkeeping QuickBooks Online Essential Training QuickBooks Pro Essential Training
Yeshiva Toras Chaim High School Accounting Course: Accounting Coach course by Harold Averkamp Tested and received

Diploma

May 2008, 3.4 GPA

Dual Enrolment Florida International University

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