

# Jamie Joseph Heiney

## Controller for Construction Company

### About Me

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I am a self-driven and detail-oriented controller with extensive experience in Accounting and financial management gained from working in various companies. I have excellent communication skills, am adept in financial analysis and have an exceptional understanding of financial statements.

### Skills

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

### Experience

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#### Accountant

*Dec 2019 - May 2022*

- Managed bookkeeping needs for several capital funding companies including creating chart of accounts, bank reconciliation and accounts payable reports
- 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
- Managed accounts receivable and gained a broad understanding of business and management
- Grew client base to over 30 nursing homes and hundreds of happy users

#### AP Regional Manager

*Jan 2015 – Mar 2017*

- Oversaw AP transactions and personnel for four nursing homes
- Managed emails and website domains for the corporate staff
- 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

### Education

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#### Certificate in Accounting Foundations: Bookkeeping

*2019-2020*

Successfully completed a certificate program in Accounting and bookkeeping. Received training on QuickBooks and completed Accounting Coach course by Harold Averkamp.

#### High School Diploma

*2008*

Graduated from Yeshiva Toras Chaim High School with a 3.4 GPA. Completed dual enrollment program at Florida International University and attended various Accounting courses.

Contact: 305-801-7497