

Jamie Joseph Heiney

Controller for Construction Company

About Me

Experienced accountant with a passion for creating systems and streamlining processes. Skilled in financial planning, budgeting, and simplifying complex topics. Proficient in QuickBooks, Google Sheets, and Excel. Excellent communication skills.

Skills

- 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 at Alpha Capital LLC

Dec 2019 - May 2022

- Managed bookkeeping needs for several capital funding companies, including creating chart of accounts and bank reconciliation
- Designed and implemented comprehensive loan tracking system using multiple interlinked Google Sheets and Google App Scripts
- Utilized accounting system for multiple companies owned by Alpha Capital and provided consulting services to other companies

Nursing Home Game Creator at Games 4 Life

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 broad understanding of business and management

AP Regional Manager at Beyond Healthcare LLC

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 liaison between corporate and nursing home accounts payable departments
- Managed emails and website domains for corporate staff

Education

Certificate in Accounting Foundations Accounting Foundations: Bookkeeping QuickBooks

Online Essential Training QuickBooks Pro Essential Training Yeshiva Toras Chaim High School Diploma – May 2008, 3.4 GPA Dual Enrolment Florida International University

Accounting Course: Accounting Coach course by Harold Averkamp Tested and received

Contact: 305-801-7497