

Jamie Joseph Heiney

Office Manager

About Me

I am a detail-oriented and highly efficient office manager with extensive experience in accounting, bookkeeping, and financial planning. My expertise in managing accounts payable and accounts receivable transactions, bank and credit card reconciliation, and QuickBooks have allowed me to streamline and simplify complex financial topics for clients. My excellent communication skills make it easy for me to liaise with various departments and vendors to build strong working relationships. I am a creative problem-solver and enjoy creating systems and processes to increase productivity and efficiency. I hold a certificate in Accounting Foundations: Bookkeeping and QuickBooks, and have completed online courses in QuickBooks Pro Essential Training and Accounting Coach Course by Harold Averkamp.

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 at Alpha Capital LLC

Dec 2019 - May 2022

- Managed bookkeeping needs for several capital funding companies, including chart of accounts and bank reconciliation.
- Designed and implemented a comprehensive loan tracking system using multiple interlinked Google Sheets and Google App Scripts, allowing multiple permission levels and an intuitive UI.
- Provided consulting services and utilized the accounting system for multiple companies owned by Alpha Capital.

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

Education

Certificate in Accounting Foundations: Bookkeeping and QuickBooks

Online courses in QuickBooks Pro Essential Training and Accounting Coach Course by Harold Averkamp.

Diploma

May 2008

Dual Enrollment Florida International University.

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