

# Jamie Joseph Heiney

Office Manager

## About Me

As an experienced accountant and nursing home game creator, I am skilled at developing and managing processes that maximize efficiency and productivity. I am a quick learner and enjoy solving problems. My background in nursing home game creation allowed me to develop my interpersonal and communication skills. I am looking for an office manager position where I can use my experience to help others achieve success.

## 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 all the bookkeeping needs for several capital funding companies
- Organized, formatted, and imported large amounts of data from CRMS, other software and google sheets
- Designed and implemented a comprehensive loan tracking system using multiple interlinked Google Sheets and Google App Scripts

### 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
- 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

- Managed AP transactions and personnel for four nursing homes
- Negotiated with vendors for more favorable contracts
- Maintained all accounts payable reports, spreadsheets, and files

## Education

### Certificate. Accounting Foundations Accounting Foundations: Bookkeeping QuickBooks

Online Essential Training QuickBooks Pro Essential Training Yeshiva Toras Chaim High School

Completed accounting courses

# **Diploma**

May 2008

Dual Enrolment Florida International University

## **Accounting Course**

Completed by Harold Averkamp

Tested and received certificate

Contact: 305-801-7497