

VIRGINIA ALFORD

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WORK EXPERIENCE

THE OWLERY RESTAURANT, BLOOMINGTON, IN

Bookkeeper / Office Manager, Jan 2011 – Present

- Account for every incoming and outgoing dollar through reconciliation of sales figures, bank statements, invoices, and recorded expenses within Quickbooks accounting software and Excel.
- Manage incoming mail, invoices, time sheets, and paper workflow to maintain good recordkeeping.
- Prepare and file federal and state sales tax and payroll tax returns. Prepare financial statements for annual tax returns.
- Constantly seek new products and processes to save money and streamline work in a busy, competitive industry.
- Advise business owners on financial planning, statements of profit and loss, payroll issues, and tax issues.
- Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies, then process and issue employee paychecks and statements of earnings and deductions.
- Provide employees with financial and payroll information and assist them with information requests.

BOXCAR BOOKS AND COMMUNITY CENTER, BLOOMINGTON, IN

Bookkeeper / Financial Coordinator, Feb 2010 – Dec 2017

- Compile accounting reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and credits.
- Constantly monitor and analyze cash flow and strategically plan spending. Create short term and long term budgets.
- Operate computers programmed with Quickbooks Pro and Excel to record, store, and analyze financial information, as well as reconcile records of bank transactions.
- Sort and file day to day flow of invoices, mail, and receipts into an easily accessible filing system.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail. Then calculate and prepare checks for utilities, taxes, and accounts payable to book distributors.
- Communicate with customers, volunteers, and board members to answer questions, disseminate or explain financial information.
- Continually develop and improve new internal control procedures for cash and credit management and accounting.
- Direct the financial planning, budgeting, and procurement for the organization. Advise the non-profit board and collective on long-term financial goals.
- Personally manage and maintain relationships with distributors, banking, insurance, and non-organizational accounting personnel to improve operations and find ways to save money.
- Complete and submit federal and state tax forms including non-profit specific returns.

EDUCATION

DELTA STATE UNIVERSITY, CLEVELAND, MS

Bachelor of Fine Arts

- Graduated with 3.9 GPA, Fine Arts focus in Photography

ADDITIONAL SKILLS

- Strong understanding of general accounting principals obtained through on the job experience and self-directed learning.
- Familiarity with non-profit finances, and the specific financial differences from retail businesses
- High level of competence with Windows and Mac computer systems, including Office Suite, Adobe programs, basic html.
- Organized and efficient with filing systems.
- Extensive customer facing retail experience, including problem solving.