

# NATALIE WHITE

## OFFICE MANAGER - LEGAL PROCESS CENTER

Norristown, PA - Email me on Indeed: [indeed.com/r/NATALIE-WHITE/b2aeae7917795f4b](https://www.indeed.com/r/NATALIE-WHITE/b2aeae7917795f4b)

Secure a position in a reputable and growing company, which will utilize my management experience, math aptitude, accounting background, computer, business, and customer service skills for a challenging career. Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Office manager

LEGAL PROCESS CENTER - Norristown, PA - 2001 to Present

- operating and managing of a small business
- Set up new company in QuickBooks and on the Internet with the Internal Revenue Service, the State and all tax agencies for Payroll.
- Expense Account Analysis
- Processed payroll for office staff as well as professional staff.
- Calculate payroll taxes due and payment of the same in a timely fashion, to the appropriate authorities.
- Reconciled payroll with scheduling of employees and invoicing of customers for services rendered.
- Coordinate booking air transportation reservations to and from job sites, so that no post was left unattended.
- Printing of all checks for disbursement and payroll.
- A/R - Invoice customers and pursued collections as needed; Record income and post to accounts receivable using QuickBooks
- A/P process through cash disbursements
- Typing of affidavits, subpoenas and inputting information on warrants.

#### Office manager

PHASE 1 ELECTRIC, INC. - West Chester, PA - July 2005 to October 2014

- operating and managing of a small business
- Human Resources - maintain health insurance policies, 401k plans, check references, and process paperwork for all new employees
- Processed payroll for all employees, inputting hours worked, maintaining raises, benefits, and any deductions.
- Calculate payroll taxes due and payment of the same in a timely fashion, to the appropriate authorities.
- Reconciled payroll with scheduling of employees and invoicing of customers for services rendered.
- Printing of all checks for disbursement and payroll.
- AIA billing to general contractors
- A/R - Invoice customers and pursued collections as needed; Record income and post to accounts receivable using QuickBooks
- A/P process through cash disbursements
- Expense Account Analysis

#### Accounting Assistant

HISH, SWARTZ, ROBERTS AND SEIDEL LAW OFFICES - Norristown, PA - 2001 to 2002

Norristown, PA (2001 - 2002)

- Processing of weekly accounts payable using Visual Pyramid software and mailing of checks to vendors.
- Record income and post to accounts receivable

- Daily banking and filing of court documents at Montgomery County Courthouse and Domestic Relations Department
- Maintain law library with weekly, biweekly, monthly, quarterly and yearly updates.
- Relief switchboard operator for daily breaks.

### **Accounting Assistant II**

HAMBURG, RUBIN, MULLIN, MAXWELL and LUPIN LAW OFFICES - Lansdale, PA - 2000 to 2001

Reconcile and maintain 4 corporate bank accounts and 20 escrow accounts monthly.

- Print checks for all accounts payable using Visual Pyramid software.
- Receive payments and prepared bank deposits.
- Record all flexible benefits and spending on a monthly basis.
- Print 1099 for all miscellaneous payables.
- Filing, faxing, copying, typing and data entry as needed.

### **EDUCATION**

#### **Business Administration**

Montgomery County Community College - Blue Bell, PA  
1996 to 2002

### **ADDITIONAL INFORMATION**

- Office Manager
- Payroll, Taxes, A/P, and A/R
- Bank reconciliation and cash disbursements
- Composition of correspondence with Attorneys and Clients
- Proficient & accurate on 10 key adding machine, numeric keyboarding as well as typing
- Supervising & scheduling employees
- Human Relations
- All aspects of office management

COMPUTER SKILLS: MS Word, Excel; QuickBooks Pro, Quattro Pro, Word Perfect, Peachtree Software, One Write Plus for Windows, and Internet experience.