

ADMINISTRATIVE OPERATIONS MANAGER

Summary

Organized and detail-oriented Administrative Manager Executive with more than 20 years experience, P&L, tracking budget expenses, income budgetary, business management, employee management, payroll and HR responsibilities. Organized administrative support to senior executives. Administrative professional with background in office management, accounting and finance for a manufacturing company. Extensive knowledge of AP and AR, cash flow, purchasing, microsoft suite and ERP software, general ledger, customer service, JIT manufacturing and inventory strategy, bill of materials. Business strategist with exceptional communication skills to build quality relationships with clients, vendors and executive management. Distinguished accomplished in increasing organizational productivity, reducing staff labor and turnover and discovering cost-saving solutions to operational problems. Experienced, specializing in corporate development and strategic corporate planning.

Skills

- Business and performance planning and management
- Excellent communication
- Budget, P&L reporting and analysis
- Administrative specialist, account reconciliation
- Payroll
- Microsoft outlook, word and excel
- Invoice processing project management
- Cash flow development and analysis
- Business operations management
- Employee performance and management
- Increasing organizational productivity
- Office and facility management
- ERP (enterprise resource planning) software Lean and JIT manufacturing
- General ledger
- Finance, accounts payable and receivable operations management
- Customer service management
- Research and analysis process improvement
- Staffing, human resources management employee training and development
- Travel administration
- Process improvement
- Tracking budget expenses, and expense reporting
- Critical role in reducing operating costs

Experience

Indian Health Service Zuni , NM Administrative Operations Manager 07/2002 to Current

- Oversee daily invoice processing, purchase orders, expense reports, credit memos and payment transactions.
- Create daily and weekly cash reports for accounting management.
- Balance monthly general ledger accounts to accurately record cost and month end accruals.
- Oversee daily office operations for staff of 110 employees company wide.
- Process payroll, Knowledge of ADP Workforce and ADP Totalsource.
- Trained and implemented ERP program and data software.
- Process accounts receivable and accounts payable.
- Performed accounts receivable duties including invoicing, researching charge backs, discrepancies and reconciliations.
- Created expense reports, budgets and data storage systems.
- Member of executive management, decision maker.
- Produced monthly reports using advanced excel spreadsheet functions.
- Addressed and resolved HR payroll-related inquiries.
- Maintained integrity of general ledger, including the chart of accounts.
- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
- Supervised accounts payable and receivables departments.
- Accessed computerized financial information to answer questions related to specific accounts.
- Adhered to all confidentiality requirements at all times.
- Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
- Served as company HR representative.
- Develop and create new policies and procedures, a critical role in reducing operating costs.
- Provided base level IT support to non-technical personnel within the business.
- Implemented company policies, technical procedures and standards for preserving the integrity and security of data, reports and access.

Vcfo Holdings, Inc. Denver , CO CEO 09/1994 to 02/2002

- Defined strategy and retail business plan for new business.
- Analyzed monthly balance sheet accounts for corporation.
- Suggested budgetary changes to increase company profits.
- Successfully implemented new technologies and process automation to encourage continuous improvement.
- Posted receipts to appropriate general ledger accounts.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Processed accounts receivable and accounts payable.
- Compiled annual recommendations for end of fiscal year budgets.
- Negotiated prices, terms of sales and service agreements.
- Trained staff on operating procedures and company services.
- Conducted 3 retail store locations with over 30 employees
- Increased profits through effective sales training and troubleshooting profit loss areas.

- Examined merchandise to verify that it was correctly priced and displayed.

Education and Training

High School Diploma : Basic HS 1985 Valencia High School , City , State

Bachelor of Arts : Business Administration, General Management 1990 California State University Fullerton , City , State , USA Bachelor of Arts in Business Administration, General Management

Skills

Account reconciliation, general accounting, accounting management, accounts payable, Accounts payable and receivable, accounts receivable, accruals, Administrative support, balance sheet, balance sheet, Budget analysis, budgets, business plan, cash receipts, Cash flow analysis, Excellent communication, continuous improvement, credit, data entry, Employee training, ERP, Enterprise Resource Planning, Executive Management, expense reports, filing, financial, financial reports, financial reporting, general ledger, general ledger accounts, Human resources management, HR, Invoice processing, invoicing, IT support, Lean manufacturing, access, Excel, office, Microsoft Outlook, Word, Operations management, organizational, Payroll, personnel, policies, Process improvement, profit, profit and loss, Project management, reporting, researching, Research, sales, sales training, spreadsheet, strategy, troubleshooting