

Heather Lamb

Lima, OH 45806

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567-712-0825

Authorized to work in the US for any employer

Work Experience

Club Manager

VFW Post 1275 - Lima, OH

May 2005 to Present

- o Manage and provide oversight of cash drawers, raffle and ticket sales, marketing and promotion of new games, hall rentals, and fundraisers; organize special events.
- . Operate computers programmed with Microsoft Office software to record, store, and analyze information; debit credit and total accounts on computer spreadsheets.
- o Compile statistical financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- o Prepare bank deposits, compile data & cash sheets, verifying and balancing ledgers, and sending cash, checks, or other forms of payment to banks.
- o Calculate and prepare checks for utilities, taxes, and other payments.
- o Monitor status of loans and accounts to ensure that payments are up to date.
- o Order and maintain inventory records, including sales and expense accountability.
- o Schedule four employees and prepare and process payroll and sales tax information; cover regular employee shifts as needed.
- o Compile monthly budget data and documents, based on estimated revenues and expenses and previous budgets for club operations.
- o File, answer telephones, and handle routine correspondence.
- o - Comply with federal state and company policies, procedures, and regulations.

Tax Preparer

Liberty Tax Service - Lima, OH

January 2005 to April 2005

Prepared tax returns for individuals or small businesses.

Payroll Accounting Specialist

State Accounting Service - Lima, OH

January 2000 to April 2005

Prepared payroll for subcontractor at Proctor&Gamble. Handled several clients' accounts, performing any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records for their company.

Education

Associate in Business

Rhodes State College - Lima, OH

June 2003

Skills

- Microsoft Office (10+ years)
- Quickbooks (10+ years)
- Tax Experience
- General Ledger Accounting
- Accounts Payable (10+ years)
- Account Reconciliation
- Bank Reconciliation
- Balance Sheet Reconciliation
- Accounts Receivable
- Journal Entries
- Office Management
- Financial Statement Preparation

Certifications and Licenses

ServSafe Food Protection Manager

April 2017 to April 2022

Certified in Food Protection