

Gina Lazarus

Port Washington, NY 11050 | 516-695-2059 | ginalazarus81@gmail.com

Part-Time/Full Time Remote/Hybrid Bookkeeping & Accounting Professional | QuickBooks, Payroll, Financial Reporting

Professional Summary

Accounting and office management professional with **30 years of experience** in bookkeeping, payroll, accounts payable/receivable, and financial reporting. Skilled in **QuickBooks (Online & Desktop), ADP, Paychex, Excel, and cloud accounting tools**. Experienced in managing remote financial tasks, coordinating with vendors and staff, and delivering accurate reports on time. Seeking **part-time remote opportunities** to provide reliable and efficient financial support.

Core Skills & Expertise

- Full-Charge Bookkeeping & Accounting
- Payroll Processing & HR Administration
- Processing and filing of annual 1099/W2
- Accounts Payable / Accounts Receivable
- Bank Reconciliations & Credit Card Processing
- Financial Reporting & Monthly Statements
- Office & Administrative Management
- Vendor Relations & Invoice Reconciliation
- Remote Collaboration (Zoom, Email, Cloud Accounting Tools)
- Microsoft Office Suite (Word, Excel)

Professional Experience

Local Union – Queens, NY

Office Manager / Full-Charge Bookkeeper | 2014 – Present

- Managed full bookkeeping functions, bank reconciliations, and monthly financial reporting for board members.
- Oversaw payroll, dues processing, credit card reconciliations, and weekly check runs.
- Maintained personnel and union member files; coordinated office supply and administrative tasks.
- Responded to internal and external inquiries with accurate financial documentation.

Star Career Academy – New York, NY

Bookkeeper | 2007 – 2014

- Managed student accounts, payroll, and financial aid functions for campuses in NY & NJ.
- Handled accounts payable, cash receipts, bank deposits, and reporting.
- Maintained employee, student, and vendor files; executed assigned projects from management.

Katherine Gibbs – Melville, NY

Bookkeeper | 1999 – 2007

- Processed accounts payable invoices, check runs, and employee expense reports.
- Maintained daily banking contacts and financial records.
- Managed student accounts, financial aid payments, and developed monthly reports.

Technical Proficiency

- QuickBooks Online & Desktop | ADP | Paychex Payroll
- Microsoft Word, Excel (Advanced), Outlook
- Internet & Email Communication Tools
- Cloud Accounting & Remote Collaboration