**Joseph R. Robb**

**29589 Fieldstone Drive**

**Milton, DE 19968**

**(609) 744-2746**

**j.robb@comcast.net**

**Bookkeeper responsible for the financial, HR, and facilities related purchasing for a Deli/Restaurant.**

The Bread Board Plus – Haddonfield, NJ

2001- Current

Part Time basis – Bookkeeper responsible for the financial, human resources, and facilities related purchasing.

Payroll – Experienced maintaining and processing payroll for 35 full and part-time employees.

QuickBooks – Recorded daily sales and purchases, processed sales and payroll taxes, entered journal entries, prepared and monitored budgets, reconciled bank, credit card and merchant services statements, created invoices, and worked with the CPA with yearend file preparation.

Budgets – Using historical information, industry news releases and vendor assistance developed an operating budget that is quarterly/annually on target. Prepared and recommended compensation budgets based on performance and local salary wage standards.

I have a working knowledge of Quick Books, Excel, and Word. Back-office experience with both Digital Dining and Toast POS systems.

Prior management experience with Inventory control, Printing Analysis/Design/Sales, Purchasing and Records Retention.

**Education** –

Father Judge H.S.

LaSalle University – Marketing Major.

LaSalle University Electronic Institute. E-Commerce Certificate in technical, marketing, and management tracks.