**Linda Rich**

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**Professional Summary**

*32 years of combined experience as an office manager, general accounting bookkeeper, and administrator in a wide range of industries. In addition to that, I have over 7 years of experience as a teller, loan clerk and branch manager in the banking industry. I am extremely knowledgeable in the accounting process and have expertly managed accounts payables and receivables, account balancing, financial statement reporting, and commission statements. I also oversaw all internal office processes, including employee onboarding, building maintenance coordination, office supply ordering, and other general office administrative duties.*

**Work History**

**Responsibilities**

**Accounting**

* Enter receipts
* Pull past due invoices & delegate follow-up on payment status
* Enter purchase orders
* Enter payable Invoices
* Enter employee’s expenses
* Issue payable checks twice a month
* Enter customer invoices
* Enter general journal entries
* Reconcile American Express statements
* Copy all checks and deposit at bank
* Run and process all credit cards
* Balance accounts on Balance Sheet monthly
* Keep an excel spreadsheet by year for all balance sheet accounts
* Prepare monthly Financial Statements
* Reconcile checking account
* Print reports and work with Accountant to complete tax returns
* Complete all the above for M & G Investments and LeagueBoss.com
* Complete sales tax for MI & OH monthly
* Complete CAT tax quarterly for Ohio
* Complete Workers’ Compensation report yearly
* Order year-end tax forms
* Complete 1099’s at year end
* Update training manuals inventory
* Update projection sheet
* Order customer software
* Update monthly spreadsheets for balance on open customer purchase orders
* Send timesheets for contractors to customer’s for approval before billing
* Lookup hours and dollars spent on contracts
* Complete bi-monthly payroll sheet for payroll service
* Complete monthly and quarterly commission reports for sales and consultants

**Human Resources**

* Set new employees up on server
* Provide tax forms
* Set up new employee’s in payroll system
* Set up for health insurance site
* Set up phones for new employees
* Maintain phone system with updates or changes
* Update policies and procedure manual
* Set up background and drug screening when required
* Set up timesheets for new contractors

**Miscellaneous**

* Maintain employee vacation schedules
* Building maintenance coordinator

**Software Credentials**

* Peachtree
* QuickBooks
* Restaurant 365
* Microsoft Word
* Microsoft Excel
* Microsoft Outlook
* Dymo Labels
* Dymo Stamps
* eWallet
* Snagit
* SoftTime
* Mitel Systems
* Adobe Acrobat DC
* SalesForce
* Rackspace
* Box

**Educational Experience**

* The American Institute of Professional Bookkeepers, Certified Bookkeeper