**Yoko Yamamoto-Furst**Croton-On-Hudson, NY, 10520 / Tel: 917-414-9552 / Email: [yoko.orit.yamamoto@gmail.com](mailto:yoko.orit.yamamoto@gmail.com)   
 **OBJECTIVE**

A Certified Bookkeeper (CB) with over four years experience as a full charge bookkeeper plus HR knowledge,  
Seeking to enhance an organization’s performance by utilizing strong technical and communication skills.   
( Member of American Institute of Professional Bookkeepers )

**SUMMARY OF QUALIFICATIONS**

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| --- | --- | --- |
| * Account Payable/Receivable * QuickBooks | * Bank Reconciliation * Inventory * MS GP Dynamics | * Payroll ( ADP system) * Depreciation * Financial Reports |

**PROFESSIONAL ACCOMPLISHMENTS**

**Bookkeeper / Office Coordinator.** Greenburg Hebrew Center, Dobbs Ferry, NY 2020 Aug- Present

*Greenburgh Hebrew Center (GHC ) is an egalitarian, participatory Jewish congregation. GHC owns their own religious school and Early child Care Center.*

**Achievement 1:**  Created a new vendor list with vendor’s details in order to track due dates effectively  
**Achievement 2:** Enhanced communications between members and staff

* Track Account Receivable over 300 members and collected on time
* Track Account Payable and paid on time
* Process Payroll / Answer payroll tax questions to employees
* Produce General Ledger and report to Treasurer
* Produce Income Statement and report to Treasurer
* Produce member statements
* Produce Tax letters

**Accounting/ Office Coordinator.** Mundy New York, New York, NY 2018 Oct - 2020 Apr   
  
*Mundy New York manages accounting / admin field for three restaurant chains in NY. Established most effective ways to manage 100 vendors payables and solved and maintained issues with past overdue taxes and credits from vendors/ NYC / NYS.***Achievement 1:**  Created a new vendor list with vendor’s details in order to track due dates effectively  
**Achievement 2:** Investigated discrepancies of utilities accounts and obtained more than $10,000 credits  
**Achievement 3:** Investigated discrepancies of past Commercial Rent Tax and cleared out all past due payments

* Reported sales/ sales tax/ tip/ to Corporate Controller, daily
* Tracked Account Receivable and collected on time
* Tracked Account Payable over 100 vendors and paid on time
* Tracked petty cash expenses and replenished on time
* Reported Accruals and prepaid to Corporate Controller, monthly
* Performed Bank Reconciliation and resolved discrepancies, monthly
* Filed Sales Tax to New York State, monthly
* Filed Commercial Rent Tax to New York City, quarterly.
* Calculated Cost of Goods Sold, monthly
* Investigated chargebacks/ refunds claimed from customers
* Tracked expiration dates of licenses and permits and applied renewal on time

**Full Charge Bookkeeper/HR ,** Zund New York Inc. *,* New York, NY 2015 Sep – 2018 Oct Full time  
 2018 Nov - 2020 Feb Contract

*As an opening member of the first US restaurant chain, established the most effective way in managing / recording daily sales, tips, expenses as well as in handling invoices and statements from vendors, generating several financial reports. Also, as a HR, engaged in hiring, payroll and general HR fields. After the company closed in 2018, worked on contract basis to complete remaining tasks such as filing tax with CPA.***Achievement 1:** Implemented most effective Chart of Accounts that reflects all of the company’s activities on Quick Books   
**Achievement 2:** Innovated tip calculation Excel spreadsheet and taught employees how to distribute tips equally and efficiently  
**Achievement 3:** Enhanced Company’s asset management excel spreadsheet

* Recorded journal Entries – including sales, tip, tax, daily
* Tracked Account Payable and paid on time
* Performed Bank Reconciliation and resolved discrepancies, monthly
* Produced financial statements, such as Balance Sheet, Income Statement and reported to president, monthly
* Filed Sales Tax to New York State, monthly
* Prepared fixed assets management sheets and assisted CPA for depreciation
* Investigated chargebacks/ refunds claimed from customers
* Recorded accruals / prepaid for closing
* Summarized contractor’s information and reported to CPA for Form 1099
* Consolidated employees’ work hours and processed payroll, weekly
* Created hiring packet such as Employee handbook, W-4, I-9
* Created and maintained HR related documents such as Tip distribution agreement, Warning letters, Termination letters
* Initiated one-on-one meeting with employees to promote better workplace
* Processed Workers compensation
* Retrieved up-to-date Labor law and published to employees

Other experiences: Accounting Assistant, New York 2013-2015

Freelance Translator, English/ Japanese, Tel-Aviv Israel, New York, NY 2007-2013  
 Logistics Specialist / Sales Assistant, Tokyo Japan and Teaneck, NJ 2005-2007   
 Customer Service / Logistic Assistant, Tokyo Japan 2003-2005   
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**EDUCATION / Professional Development**

**A.S in Accounting** Westchester Community College **( in progress )  
Certified Bookkeeper ( CB ),** American Institute of Professional Bookkeepers 2018   
**Mastering QuickBooks/ Mastering Accounting for QuickBooks, Diploma**, Intuit 2016

**Microsoft Office Specialist ( MOS)** Excel, Word, Microsoft 2013

**Bookkeeping Certificate,** Borough of Manhattan Community College, New York, NY, 2009  
**Bachelor of Arts in Foreign Studies**, Tenri University, Nara, Japan, 1991

**OTHER RELEVANT EXPERIENCES and SKILL**

Volunteer: Leader, Database Management Team, Second Chance Rescue NYC (Non-Profit Organization) 2017-Current – Maintain Database of 1500 rescued animals / Train new volunteers

Bilingual - English/ Japanese