

COMPANY ACCOUNTANT & BOOKKEEPER

Methodical, analytical and dedicated bookkeeping and accounting professional. Degree qualified accountant with more than 10 years' experience in financial management and bookkeeping roles. Knowledgeable in accounting and accounting principles, able to prepare complex and accurate financial accounts, adhere to reporting deadlines and compliance requirements. Thorough working knowledge of computerised accounting systems and spreadsheets.

KEY SKILLS

- Accounts Payable & Receivable
- General Ledger
- MYOB
- Staff Development
- Customer Service
- Invoicing & Debtor Management
- Statement Preparation
- Tax Laws & Compliance
- Database Management
- Bank Statements
- Office Management
- Cash Flow Management
- Strategic Planning
- Budget Management
- Budget Forecasting
- Operational Management
- Profitability Analysis
- Payroll Coordination
- Regulatory Compliance
- Reporting
- Account Reconciliation
- Client Relations

TECHNICAL SKILLS

- MYOB
- Xero
- Micropay
- SAP
- Chris21
- Adobe Acrobat Professional
- Adobe Creative Suite
- Lotus
- Quick Books

EDUCATION

Bachelor Business (Accounting)

ABCD University, 2011

Certificate IV Training & Assessment

ABCD TAFE, 2010

Certificate III Business Administration

ABCD TAFE, 2004

CAREER SUMMARY

Bookkeeper & Business Owner; XYZ Bookkeeping, Dec 2011 – Current

Office Manager; AAA Organisation, Aug 2005 - Dec 2011

Administrative Assistant; ZZZ Organisation, Sept 2003 - Aug 2005

PROFESSIONAL DEVELOPMENT

Introduction to Social Media Management

123 Training, 2013

Conflict Management

AAA Organisation, 2011

Recruitment & Selection

AAA Organisation, 2011

Communication in Workplace

AAA Organisation, 2010

Accounting Using MYOB

Training & CO, 2007

Project Management

Training & CO, 2006

PROFESSIONAL EXPERIENCE

XYZ Bookkeeping

Bookkeeper & Business Owner Dec 2011 – Current

Delivered accounting and bookkeeping services to small business in multiple industries; health, information technology, retail and childcare. Responsible for all accounting activities and compliance. Completed monthly cash flow projection, monthly costing, profit report, payroll, group tax, BAS, asset register, depreciation, and financial year reconciliation.

- **Improved cash flow for small business clients;** negotiated maximum trading terms, and improved invoicing procedures. Changes resulted in 15% reduction in number of invoices remaining unpaid after 30 days.
- **Trained small businesses in budgeting and financial planning;** Created budgets and educated clients on the benefits of budgeting and planning. Resulting in company growth and improved resource management.
- **Audited and reconciled 4 years of financial data for ABCD Preschool.** Taking over from previous bookkeeper, reconciled 4 years of past financial data, improved accuracy and ensured Australian Tax Office payments up to date.
- **Communicated with influence and authority to demonstrate the value of financial records to business planning, analysis and decision making;** challenged the perception of record management as just a legal requirement for the ATO and demonstrated role in business strategy.

“Dianne has made significant improvements to our financial records and negotiated with the ATO on our behalf to rectify past payments. I highly recommend Dianne”

- Peter Brown

Manager, ABCD Preschool

AAA Organisation

Office Manager Aug 2005 - Dec 2011

Managed the bookkeeping, administrative and HR functions and reported directly to the Company Director. Responsible for financial reports, monthly purchase reconciliation, cash flow reconciliation, preparation of BAS and payroll tax.

- **Assisted in identifying new opportunities in marketplace;** worked alongside the Company Director to provide financial analysis and report sales statistics in order to identify new opportunities.
- **Developed and automated sales data entry;** implemented process to track sales taxes and allow quarterly reconciliation to be completed more efficiently.
- **Implemented procedures for monthly financial reporting to Company Director;** Keeping Company Director informed with accurate and timely reports and contributing to effective business decision making.
- **Improved the cash flow cycle by producing timely job cost reports;** accurately recording timesheets and ensuring timely invoicing of jobs.

ZZZ Organisation

Administrative Assistant Sept 2003 - Aug 2005

Autonomously managed all administrative tasks. Developed a reputation for a positive attitude and exceptional organisational skills.

- **Demonstrated accuracy and attention to detail;** meticulous and thorough approach, able to gather data, compile information, and prepare complex reports with accuracy.
- **Built effective working relationships;** communicated confidently with clients and colleagues both verbally and through the written word. Created positive outcomes and long term productive relationships.