

# Joe Oberon [joberon@provider.net](mailto:joberon@provider.net)

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(919) 555-2948 • 5728 Burnett Road, Carrboro, NC 27561 • [linkedin.com/joeoberon](https://www.linkedin.com/joeoberon)

## Summary of Qualifications

A manager and bookkeeper with more than 14 years of experience in successfully managing accounts and employees. Utilize strong interpersonal and communication skills to motivate staff to increase efficiency and profit margin. Effectively set priorities in order to meet operational deadlines and long-term goals while maintaining accuracy in documentation, accounts, and reports.

## Experience

NATURAL FOODS, Raleigh, NC

2011–Present

### **Manager/Bookkeeper**

- Supervise a staff of 25 and act as a liaison among owners, employees, and clients by promoting open communication.
- Handle Accounts Payable/Receivable and expense control procedures, including reconciliation, purchase orders, inventory verification, charge backs, and daily bank deposits.
- Maintain human resources files and actions, including W-2 withholdings, benefits, and bi-weekly payroll processing.

DIVA HAIR SCHOOL, Wake Forest, NC

2008–2011

### **Bookkeeper**

- Managed Accounts Payable/Receivable and scheduled billing for a beauty school with up to 100 students.
- Calculated and distributed bi-weekly payroll.
- Maintained inventory, tracked student hours, managed collections, and processed certifications.

JAMES AND SONS, Davidson, NC

2006–2008

### **Verification/Payables Clerk**

- Verified and balanced invoices, cash receipts, billings, purchase orders, inventory, and bank accounts for a manufacturing company.
- Assisted Head Bookkeeper in processing Accounts Payable/Receivable.

UNIVERSAL BANK, Tar Creek, NC

2003–2006

### **Teller**

- Processed and handled cash transactions.

## Education

**WAKE COLLEGE**, Raleigh, NC – Courses in Accounting and Management

## Computer Skills

Proficient in Windows, macOS, Microsoft Office Suite, Peachtree, and QuickBooks.