

Joseph Harris
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Dedicated - Self-Motivated - Detail Oriented

HIGHLIGHTS:

- Over thirty years experience in governmental, non-profit and private sector accounting
- Over ten years experience as a Fiscal Officer
- Highly skilled in budgeting and financial analysis
- Over seventeen years of supervisory experience

PROFESSIONAL EXPERIENCE:

2006 – 2009 – Bookkeeper/Accountant

- Full charge (sales & use tax, A/P, A/R, etc.), prepared monthly reports for board of directors, provided ad hoc reports to finance committee (nonprofit agency).
- Evaluated and automated financial processes.
- Exposed full functionality of existing accounting software packages.
- Reduced overall job time by 35%.

2005 – 2006 – Bookkeeper/Office Manager

- Preparation and journal entries through and including financial statements.
- Oversight and operations of the day-to-day managing of the office.

2003 – 2005 – Bookkeeper/Office Manager

- Instrumental in supporting the company's rapid growth and expansion in the last 2 years.
- Develop and implemented and administrative process to improve productivity and generate steady cash flow.
- Automated manual monitoring of employee certifications, insurance and driving information.
- Automated the warranty parts processing to be more productive and reduced the loss of warranty parts by 95%.

EDUCATION:

University of California, San Francisco
University of California, San Francisco
Washington University, St. Louis

General Business Certificate
Accounting, Business and Computer Classes
Accounting and Computer Classes

ADDITIONAL EDUCATION:

Computer Learning Center, Any Town, NY

Computer concepts, System 34 Introduction, Work Station and System Operations, Programming & Design Fundamentals, RPG II Programming Fundamentals and Programming Workshop, System 36 System Operations and Query.

Regional Training Center, New York, NY

Performance Based Management, Managing Assertively and Handling the Hard Ones.

Western Governmental Research Association, Any Town, NY
Developing Analytical Skills

American Management Association, Any Town, NY
The Two-Day Accounts Payable Workshop

JeffTheCareerCoach.com