**[Bookkeeper](https://www.postjobfree.com/resume/ad0gmd/bookkeeper-east-brunswick-nj)**

**Location:**East Brunswick, NJ

**Posted:**October 18, 2023

**Contact Info:**

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**Resume:**

N A T A S H A B A D A R A S, CB

CERTIFIED BOOKKEEPER

RESIDE IN: N B A D A R A S @ G M A I L. C O M

M A R L B O R O, N . J. 0 7 7 2 6 ( 6 0 9 ) 2 7 1 -7 3 4 0

SKILLS & ABILITIES

? Bookkeeping ? General Ledger ? Accounts Payable ? Accounts Receivable

? Supervisory Skills ? Prepare Reports ? Escrow Accounting ? Facilitate/approve wires

? Problem solving skills ? Strong organizational skills ? Meet deadlines ? Achieve results

? Attention to detail ? Exceptional customer service ? Professionalism ? Multitasking abilities

? Compose Documents ? Staff training and support ? Set priorities ? Supply management

? QuickBooks Enterprise ? Microsoft Excel ? Microsoft Word ? Outlook

? QuickBooks Pro ? Rynoh Reports ? Positive Pay ? CashPro

? MultiCHAX ? Quicken ? RamQuest ? SAP Concur

? Transaction Pro ? Excellent technology and office technical support skills ? LoopNet

EXPERIENCE

Financial Supervisor (Two Rivers Title) 2017 - present

? Supervising: Staff training; Oversee employees? performance; Communicate organizational needs; Provide guidance.

? Bookkeeping: Assist Chief Financial Officer /Controller in preparation of various financial reports based on company?s

needs; Maintain and reconcile business and credit card accounts; Maintain escrow accounts records utilizing Rynoh

Reports, Positive Pay, and CashPro; Utilize RamQuest escrow accounting software to post various transactions/process

disbursement of files /process incoming and outgoing wires; Facilitate outgoing wires approval up to $3,000,000.00

following company?s guidelines; Record business transactions and maintain business accounting records utilizing

QuickBooks Enterprise desktop; Process Expense Reports utilizing SAP Concur; Process stop payments and release of

escrows; Respond to Settlement & Post Closing Department?s requests. Oversee recorded documents payment

processing through Simplifile. Maintain and expand company?s wire recipient?s database for safe wire transfers; Set up

new bank accounts in MultiCHAX check printing software. Create daily bank deposits utilizing office check scanners and

bank?s software; Utilize Transaction Pro to post certain transaction into Quick Books.

? Achievements: Hired as a Financial Associate and promoted to Financial Supervisor in 2022. Implemented bank feeds

for credit card accounts in QuickBooks Pro which eliminated manual entries process. Expanded wire recipients database

and work with finance team to implement safe wire practices.

? Software: QuickBooks Pro / QuickBooks Enterprise, Microsoft Excel, Microsoft Word, Outlook, RamQuest,

CashPro, Rynoh, Microsoft Teams, Simplifile, SAP Concur, Transaction Pro, MultiChax.

Full-charge Bookkeeper (Ridolfi & Associates) 2013 - 2017

? Bookkeeping: Recorded all business transactions and maintained accounting records utilizing QuickBooks Pro and

Microsoft Excel, maintained Accounts Payable / Accounts Receivable, reconciled business, escrow and credit card

accounts, issued and audited Invoices to correspond with various agreements and documentation, processed timesheets

and payroll, prepared and analyzed various reports. Conducted year closing, issued and filed Forms 1099, distributed

Forms W-2.

? Office Management: Overseen the day to day activities and management of support staff; created and modified

business transactions including contracts, proposals, leases, statements, letters, marketing material, faxes and e-mails.

Maintain electronic filing system.

? Achievements: Restructured, modernized and simplified hard copy and electronic filing systems in the office improving

overall efficiency. Brought up to date accounts receivable collecting on overdue accounts.

? Software: QuickBooks, Excel, Microsoft Word, Outlook, Acrobat X Standard, Trend MLS, LoopNet, Google

Earth, Property Fax, Internet.

Bookkeeper/Legal Assistant (Igor A. Orak, Esq.) 2003 - 2013

? Bookkeeping: Kept accounting records manually and computerized using software applications such as Microsoft Excel

and Quicken. Managed financial accounts, reconciliation of business and escrow accounts, payroll, Accounts Payable and

Receivable. Procurement duties on office supplies, keeping cost minimal and under budget.

? Real Estate: Prepared general closing and loan documents for purchases, sales and refinances; facilitated the clearance of

loans for closings; reviewed title searches, prepared HUD-1 statements; executed post closing correspondence.

? Personal Injury: Conducted client and witness interviews; processed property damage claims; resolved billing issues

under PIP benefits; drafted demand packages; executed post settlement correspondence, prepared ledgers.

? Municipal: Obtained appropriate discovery; coordinated municipal appearances with attorney?s calendar.

? Software: Microsoft Word, Microsoft Excel, Anytime Scheduler, All-State Legal Forms, Quicken and Internet.

Bookkeeper (Part Time) (Churchill Estates, LLC) 2010 - 2014

? Bookkeeping: Maintained Accounts Payable/Accounts Receivable, utilized QuickBooks Pro and Microsoft Excel to

maintain bookkeeping records, reconciled accounts, prepared and analyzed various reports based on company?s needs.

? Additional Responsibilities: Assisted Managing Member/Owner of the company and performed various duties.

Bookkeeper/Legal Assistant (Isabella Mayzel, Esq.) 1999 ? 2003

? Bookkeeping: Managed accounts payable, payroll and kept track of office supply and inventory.

E D U C A T IO N / C E R T I F I C A T I O N S / A F F I L I A T I O N S

? Certified Bookkeeper ? Member in good standing of the American Institute of Professional Bookkeepers ? QuickBooks

Desktop ? QuickBooks Online Certified Pro Advisor ? Bachelor of Science in Automation and Remote Control at

Donetsk National University 1997? Honors Diploma in Computer Technical Support at Chubb Institute 2001