

## **Rosanne Duncan**

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### **Summary**

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Office Manager and dedicated team player. Worked many years in all accounting processes such as accounts payable, accounts receivable, payroll, ticketing for clients, invoicing, and collection of payments, reconciliations, monthly and quarterly taxes, answering phones and some HR duties. A self-motivator with a track record of successful performance by exceeding expectations of company standards.

### **Skill Highlights**

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- Advanced interpersonal communication skills (telephone, in person, and writing)      - Detail-Oriented
- Exceptional in Risk Management      - Multi-Task/Prioritize Effectively
- Proficient in QuickBooks, Word, Excel, Outlook and One Note      - Superior Customer Service Skills
- Team Building and Leadership

### **Experience**

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**Office Manager**- Jan 2009 - May 2018

#### **Information Systems Integrators Inc. - Broomfield, CO**

- Bookkeeping: Overall Management and entry of all accounting transactions
- Payroll: Payroll tax reporting and payments; Health Insurance Benefit Tracking; Other Benefits Tracking
- AP/AR: Management of Payables: Invoicing; Reconciliations; Collections; Banking
- Billing- Sending out invoices for purchases and Monthly Service Agreements
- Sales Tax: State and Local Tax Account Management; Reporting and Payments
- Purchasing: Research Items Needed; Ordering equipment for client; Receipt of all items; Inventory Counts
- Sales Support: Quote generation and Follow-up; Client Service Renewals; Manage Opportunities and Sales Activities; Sales Reporting
- General: Assistance with general office organization and orderliness
- All quarterly processing for state, city, and federal taxes
- All year-end processing for W-2's, W-3's, and 1099's

**Office Manager** - Dec 1999-Jan 2009

#### **G.L. Bowron & Co- Denver, CO**

- Responsible for the accurate and timely cost effective administration of a Trading Unit whose corporate office is in New Zealand
- Supervision of the warehousing and distribution of the Trading Unit to keep costs down while supervising one warehouse manager and one administration employee
- Accounts Payable and Accounts Receivable including debtor control and payroll duties
- Sales Order Input, ordering office supplies, answering phones
- Performing monthly reconciliations on all banking accounts
- Input and balance daily cash receipts including checks and credit card transactions
- Day to Day Management of the Trading Unit in the absence of the Trading Unit Manager

-Billing- Sending out invoices for purchases of products

**Finance Accounting Manager/Finance Positions- 1971 to 1998**

**US West Communications/Mountain Bell - Denver, CO**

- Performed Numerous Financial functions including AP/AR and debtor control
- Worked as project manager in organizing the consolidation of 2 mini-computer mainframes and merge into one for multi-state locations

## **Education**

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**Mapleton High School - Denver, CO**

## **References**

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Dave Turner- Owner of Information Systems Integrators

Office: 303-404-0500 Email: dturner@insysin.com

Dave Hubbard - Sales Coordinator at G.L. Bowron & Co.

Office: 303-321-2226 Email:dhubbard@glbowron.co.us