

Reyne K. Woolf

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3955 Boulder Drive, Loveland, CO 80538

SKILLS

- 10 + years office administration/accounting: Word, Excel, Power Point, Publisher
- Accounting Software: IFAS, CIMS, Real World, Industry specific programs, etc...
- Excellent customer service
- Problem solving
- Articulate & detail-oriented
- "Old School" work ethic

PROFESSIONAL EXPERIENCE:

Administrative Assistant-Budgets/Department Director

Thompson School District –Learning Services; Curriculum & Instruction, Loveland, CO (11/2001 - 06/2012)

- Communicate with vendors regarding quotes and materials purchases complying with district policies; input purchase order requisition into IFAS accounting system, track purchase orders, receive shipments and approve invoices for payment
- Produce and maintain accurate accounting records which includes: extra hours timesheets, coding and distributing deposit funds, research budget discrepancies and make journal entry corrections, verify account codes and reconcile Visa card expenditures, match and approve reimbursement invoice information for payments
- Prepare monthly budget report for Department Director and Superintendent
- Answer phones and questions or route calls, greet the public, take messages
- Establish and maintain good rapport with students, employees, department staff, vendors, contractors and community
- Report and track absences of department members; assist with calendars and vacation scheduling
- Order and stock office supplies

Full Charge Bookkeeper

Blue Poppy Enterprises, Boulder, CO (Book Publisher) (01/1998 - 07/2001)

- Full Charge Bookkeeper; A/P, A/R, payroll, employee benefits and all related tax deposits and reports
- Maintained accurate inventory count
- Reconciled various bank accounts
- Recorded and paid author royalties semi-annually
- Provided back up for office staff

EDUCATION:

Front Range Community College, Colorado - AAS Accounting Degree

References Available Upon Request