



Heather Manocchio

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Summary

A highly motivated, confident account clerk with exceptional multi-tasking and organizational skills. Having extensive experience in identifying the needs of corporate and able to quickly understand the mission, vision, and values of an organization. Now looking for a career opportunity in the field of Finance at a managerial level in a well structured multinational organization. Where I could further enhance my experience and interpersonal skills.

Work experience

Erie County Water Authority, Buffalo, US

2013-01 - present

Senior Account Clerk

- Update and analyze data entries for weekly and biweekly employees.
- Maintaining payroll information by collating, calculating, and entering data Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions, and saving deductions
- Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave, and non-taxable wages
- Resolving payroll discrepancies and answering any employee payroll queries
- Maintaining all payroll operations according to company policies and procedures
- Processing and issuing W-2 forms to employees
- Verifying the information and entering the data for tax reports and retirement statements.
- Prepare and process journal entries to ensure business transactions, prepare the supervisors' activities and direct workplace goals, and address the needs of customers and associates.
- Set methods and programs following up with detailed schedules for day-to-day activities.
- Assist managers in the preparation of monthly/yearly closings.
- Organize and implement the day-to-day payroll processing for five hundred employees.
- Prepare monthly bank reconciliations.
- Analyze collateral for bank deposits monthly.
- Enter and update monthly Journal Entries.

Erie County Water Authority, Buffalo, US

2012-01 - 2013-12

Principal Clerk

- Supervise, instruct, and coordinate employees performing typing, filing, or related office clerical work.
- Maintained specialized records and prepared reports relating to the department's activities to which they were assigned.
- Prepare payrolls and maintains time/attendance and employee personnel folders and ensure the confidentiality of such information.
- Maintained simple financial records and accounts relating to departmental budgets and expenditures for supplies and equipment.
- Prepare statistical reports and related documents and check for accuracy.
- Requisition and maintain inventories of office supplies and equipment.
- Maintain control of purchase orders.

Erie County Water Authority, Buffalo, US

2009-01 - 2012-12

Account Clerk

- Support accounting operations by filing documents, reconciling statements, running software programs, making copies, and filing papers.
- Reconcile bank statements by comparing statements with the general ledger.
- Maintained accounting databases by entering data into the computer.
- Verify financial reports by running performance analysis.
- Protects the organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities.

Erie County Sheriff's Office, Buffalo, US

2004-01 - 2009-12

Report Clerk

- Data entry of public record documents after reviewing the documents for completeness and required information required by New York State.
- Managed and filed felony and Misdemeanor Records-Deliver files to the courtroom-Distribute postal Mail-Heavy phones, copying, filing, and data entry.
- Perform quality assurance of data entry, label application, and other supporting file inventory; record accurate data entry of warrants, arrest sheets, fingerprint cards, and other records and retrieve records as needed.
- Data entry, file searches, maintenance, and retrieval of criminal justice reports, records, and other related materials.

Education

Eastern Gateway Community College

present

AS

AS, Accounting (CE), Eastern Gateway Community College (present)

Bryant & Stratton College

2019-01

BBA

BBA, Business Management, Bryant & Stratton College (2019)

Erie Community College

AAS

AAS, Accounting, Erie Community College

Skills

Reconciliations: Bank Reconciliations

Reconciliations: Reconciliations

Reconciliations: Reconciling

Payroll: Clerk

Closing and Processing: Closings

Accounting Related: Automated Payroll

Accounting Related: Payroll

Management Activities or Functions: Operations

Management Activities or Functions: Performance Analysis

Achievements

- Dean's List, Bryant & Stratton College (2019)
- Sigma Beta Delta, Scholastic Honor Society (2018-2019)

Certifications

- BBA Academic Excellence, Bryant & Stratton College
- Human Resource (CE), Gateway Community College (Present)
- Accounting (CE), Gateway Community College (Present)

Associations

- Sigma Beta Delta, Scholastic Honor Society
- Business Club, Erie Community College

Organization Skills

- Ability to Work With and Lead a Team.
- Organization Skills and Ability to Prioritize Work.

IT Skills

- Good Knowledge of Microsoft Windows, Office.
- Information Technology, Oracle, AX Dynamics.
- Crystal Reports, Internet Accounting, and Auditing Software.
- Reporting Tools.

Achievements

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