

**SW325 - Operations Manager/I.T. Officer**

Work experience includes 17+ years as Operations Manager/I.T. Officer for a financial institution. Currently a Microsoft Dynamics Administrator for a local government agency. Supports and corrects any issues within the Microsoft Dynamics GP product and act as the Project Manager for multiple finance applications within the County. Overall, 17+ years of experience working in accounting and information technology.

Previous accounting responsibilities included handling internal audits, preparing weekly/quarterly reports, reporting the information to various regularity agencies and researching/correcting any balance issues. Possesses a well-rounded IT background and quick to learn new software.

Broad range of skills, including:

- Finance, Accounts Receivable including Billing, Accounts Payable, General Ledger, Payroll and Human Resources knowledge.
- Project management skills for finance/accounting related software.
- The ability to help setup and install third party add-ons if necessary.
- Network administration skills with Call Center/Service Desk support skills for 900+ employees.
- Database administration skills for SQL Server 2014 and lower versions.
- Self-motivated, self-starter and detailed-oriented personality.

**Summary of Qualifications**

- Information Technology
- Database Administration
- Software Implementation
- Hardware/Software Troubleshooting
- Technical/User Support
- Network Engineering
- Project Management
- Finance/General Ledger
- Accounts Receivable and Payable
- Human Resources/Payroll
- Budget Management
- Training and Development
- Vendor Negotiation
- Policy/Program Development
- Strategic/Tactical Planning
- Executive Management
- Operations Management