

Daline Chriscoe

Experienced Controller & Bookkeeper

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www.ledgerlogicaccounting.com

Over 17 years of experience orchestrating successful controller and bookkeeping services by implementing clean and professional bookkeeping and accounting, providing profitability and growth for the small business. Managing all aspects of full bookkeeping, including corporate, small business, and personal.

Industries of experience include automotive/motorcycle dealerships, real estate, construction, service industries, property management.

PROFESSIONAL EXPERIENCE

Office Manager / Controller

RE/MAX Central Realty, Asheboro, NC, 2020-Present

As a detail-oriented professional, I skillfully manage the daily operations of the office while maintaining an impeccable record of financial accuracy. My responsibilities encompassed overseeing accounts payable, reconciling bank statements, payroll and producing comprehensive financial reports. Moreover, my strong interpersonal skills fostered positive relationships with team members and vendors, facilitating seamless communication and collaboration. By effectively multitasking and prioritizing tasks, I ensured the office's smooth functioning, enabling the real estate team to focus on their core objectives.

- Streamlined bookkeeping process, enhancing efficiency and accuracy.
- Reduced expenses by over **16%** within a year through a comprehensive analysis of expenditures.

Controller

Cox's Harley-Davidson, Asheboro, NC, 2006–2020

Managed all financial aspects of the dealership's operations. Ensured accurate reporting, optimized budgets, analyzed financial data and contributed to the overall success of the dealership.

- Complete overhaul of systems and processes
- Spearheaded the integration of advanced dealership management software, streamlining financial operations, inventory tracking, and customer relationship management. This led to a **25%** reduction in data entry time and improved accuracy in financial reporting.

SKILLS

General Ledger Accounting

Reconciliation

Accounts Payable and Receivable

Financial Analysis

Risk Management

Budgeting and Forecasting

Sales Tax / Payroll Tax

Payroll

Technology Proficiency

Attention to Detail

Time Management

Communication

EDUCATION

Bachelors of Science – Accounting

Western Governors University, 2012

Associates Degree in Accounting

Guildford Technical Community College, 2006

As a highly accomplished and dynamic accounting professional, my career has been marked by an unwavering commitment to excellence and an infectious energy that drives results. Credible references from both work-related associations and personal relationships underline my ability to deliver consistent results and foster lasting connections based on trust and achievement.