

Janet Richards

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Brown & Miller Advertising, Inc & Brown & Miller Direct, Inc 6/06 – Present
Beachwood, OH
Bookkeeper / Office Manager

Responsibilities:

- Supervision and responsibility of all aspects of General Ledger, Accounts Payable and Accounts Receivable for 2 small companies.
- Responsible for all agency billing. Work with media buyers, account executives producers and vendors to coordinate billing for each client.
- Assemble and print weekly & monthly financial reports.
- Pick Vendors for payments based on aged report and cash flow.
- Take deposits to the bank.
- Transfer money from PayPal account into our bank account.
- Work with local payroll company for payment of Brown & Miller employees.
- Do payroll for Brown & Miller Direct employees in Peachtree.
- Work with Financial Advisor and Accountant on all aspects of financials.
- Pay monthly and quarterly taxes.
- Responsible for all aspects of Human Resources.
- Fill in on switchboard and responsible for the front desk when receptionist is out.

Software

- Microsoft Word
- Excel
- Internet: PayPal account, Ohio Business Gateway, etc.
- Peachtree (Accounting Software)

Manheim Advertising, Inc 9/89 – 5/06 (Business Closed)
Shaker Heights, OH
Electronic Media Traffic Coordinator / Accounting Director

Traffic Coordinator Responsibilities (9/89 – 2/06):

- Worked with three Media Buyers, two Media Assistants and three Producers to get produced spots and sponsorships to radio stations in a timely, efficient manner.
- Interviewed, hired and supervised Traffic Assistant.
- Used FedEx & Airborne for national delivery and researched and hired local delivery services.
- Implemented FedEx Computer to ship over 300 packages a night.
- Worked directly with AE's at radio stations to assure 100% accuracy on media instructions.
- Placed orders with recording studio for all clients and vendors.
- Was involved with the agency being the first in the country to deliver radio commercials via the internet. Worked with stations to establish protocols to set up necessary equipment and connections.

Manheim Advertising, Inc *(continued...)*

- Initiated AOL Instant Messaging with the producers to improve speed of communications.
- Filled in on switchboard when needed.

Accounting Director Responsibilities (1/01 – 5/06):

- Supervision and responsibility of all aspects of General Ledger, Accounts Payable and Accounts Receivable.
- Initiated Windows based, custom accounting software in department.
- Assemble and print weekly & monthly financial reports.
- Pick Vendors for payments based on aged report and cash flow.
- Monthly closing of financials.
- Worked directly with President and accounting firm (Singer-Press Accountants) on all aspects of financials excluding payroll.
- Trained accounting assistant on Advantage software.
- Responsible for yearly budgets exceeding millions of dollars in billing. Agency worked with over 300 vendors in states from coast to coast.
- Work with media buyers, account executives producers and vendors to coordinate billing for each client.

Software

- Microsoft Word
- Excel
- Internet & AOL Instant Messenger
- Adman (Accounting Software for Advertising)
- Advantage (Accounting Software for Advertising)
- SBMS (Advertising Software)
- Calendar Creator

Commercial Recording Studios 8/88 – 8/89

Independence, OH

Receptionist

Responsibilities:

- Meet and greet clients and talent.
- Switchboard operator.
- Schedule recording sessions with advertising agencies.
- Typing, filing and organizing files.
- FedEx, UPS, Airborne.
- Scheduled local delivery Pick-ups and Drop-offs.
- Sort mail.
- Fill recording orders for clients.

Penton Publishing 4/87-8/88

Cleveland, OH

Data Specialist II

Responsibilities:

- Data Entry - Key in company names and addresses and codes on terminal.
- Research company information per telephone call.
- Help Senior Assistant with special projects.
- Filing and sorting of forms.
- Placing four digit SIC codes on forms before being processed.

Baker Shoes Store 9/86-3/88

Parma, OH

Cashier

Responsibilities:

- Entering merchandise sales.
- Balance cash register.
- Make bank deposits.
- Compose daily reports.
- Payroll.

Graduated in 1986 from Parma Senior High School

References:

Ken Manheim (*Past President, Manheim Advertising / Friend*)

40 Stonewood Drive

Chagrin Falls, OH 44022

Cell: 440-785-7850

Debbie Bozich (*Friend / Media Buyer*)

51 Shawondasse

Timberlake, OH 44095

440-918-9298

Tina Swartz (*Neighbor / Friend*)

3111 Lincoln Avenue

Parma, OH 44134

Cell: 216-403-6303