Derek Simmons

Business Office Coordinator

derek.simmons@email.com
(864) 555-0133
Greenville, SC
linkedin.com/in/dereksimmons

SKILLS

- Bookkeeping
- Accounting Software
- QuickBooks
- Accounts Payable
- Tuition Billing
- Office Administration
- Budget Tracking
- Excel
- Microsoft Office Suite
- Customer Service

EDUCATION

Associate in Applied Science
05/2024
Greenville Technical College
Greenville, SC
Accounting

CERTIFICATES

QuickBooks Certified User
11/2024
Intuit

SUMMARY

Business office coordinator with 2 years of bookkeeping and office administration for a 600-student private school. Handles tuition billing, accounts payable, payroll inputs and bank deposits in QuickBooks, tracks department budgets for the business manager, and gives parents quick, courteous answers on account questions. Trusted with confidential family financial records.

EXPERIENCE

Business Office Coordinator
07/2024 - Present

Paris Mountain Preparatory School — Greenville, SC

Independent K-12 school with 600 students and 90 staff.

- Process tuition billing and payment plans for **420** families, keeping overdue balances under 4%.
- Record 250 vendor invoices a month in QuickBooks, code them to the right accounts and run weekly check and ACH batches.
- Balance bank deposits to the ledger daily and prepare schedules that help close each month within 6 business days.
- Track department budgets in Excel for 12 cost centers and flag overspending to the business manager.

Front Office Assistant
08/2022 - 06/2024

Upstate Property Partners — Greenville, SC

Part-time role during college at a commercial property management firm.

- Handled reception, phones, mail and courier deliveries for a busy 25-person property management office.
- Entered 300 rent payments a month into accounting software for 40 commercial tenants.
- Filed leases, insurance certificates and tenant work orders in the shared digital system, cutting search time for managers.
- Purchased office supplies on a $900 monthly budget using an Excel inventory sheet.