



Staff Profile: **Karen Doherty**



Position:

Office Manager/ MYOB Accountant

Experience:

Karen has over 25 years experience in Bookkeeping, Accounting and Office Management roles within the legal and administration type industries.

In her recent position she worked as an Accounts Administrator where her duties involved Invoicing, Cash receipts, Creditors and Debt Collection. She previously worked as an Office Manager/ Legal Bookkeeper with Cameron Gillingham Boyd Solicitors for a period of 6 years, where she would perform various administration, management and accounting functions.

She is a worthy team member with a clear vision and great organisational skills, demonstrated in her middle management positions. Her software proficiencies include MYOB, Wages Window payroll program, Excel, Word and various other business softwares.

Always willing to learn and develop, she is currently undertaking Financial Services Accounting course to further enhance her current knowledge.

Personal Details:

Karen lives in Western Sydney. She is seeking a part-time position.