



Staff Profile: **Margaret Scott**

Position:

Bookkeeper

Qualifications:

- Advanced Attache and MYOB.
- Intermediate Word and Excel



Experience:

Margaret has over 20 years experience in the financial field. She started as the Finance Manager's Assistant of an American manufacturer, Rubbermaid based in Vermont, where she executed AR, AP, and performed bank reconciliation. She worked in the well known Spectrum Bookshop. She managed the payroll of 120 staff, and took care of Accounts Payable, Accounts Receivable, bank reconciliation, BAS and ensured that general ledger information was brought to Trial Balance Stage.

She continued developing her career as an Accounts Administrator, working with several large companies like Nintendo, and Breast Cancer Network Australia, where she developed the used of MYOB, Microsoft Office, Arrow Computer System and successfully performed data entry and Ad-Hoc duties.

Personal Details:

She lives in Vermont. She is available 3 days per week.

Exam Results:

Margaret has not yet sat the exam.