

Diane Rainey

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[Academic Merit Page](#)

## **OBJECTIVE**

Highly motivated and detail-oriented professional with over 20 years of experience in accounting and human resources, seeking to leverage my expertise in financial management and operational efficiency in a challenging role. Currently pursuing a Bachelor of Arts in Accounting with a commitment to driving organizational success through effective financial oversight and stakeholder collaboration.

## **EDUCATION**

05/2024 - Present Pursuing a Bachelor of Arts in Accounting (BA) at Southern New Hampshire University

01/2006 - 04/2007 Business Management, specializing in Human Resources degree at The Richard Stockton College of NJ

2003 Human Resources (PHR) certification at Valencia Community College in Orlando, FL

## **PROFESSIONAL EXPERIENCE**

11/2022 - Present

Trimark Properties, LLC & (sister Company) Monarch Design Group, LLC  
Gainesville, FL

*Senior Staff Accountant / HR Liaison / Financial Operations Manager*

- Process tenant billings and manage payments for assigned residential and commercial properties, ensuring compliance with established policies and procedures.
- Administer daily bookkeeping responsibilities, including tracking and reconciling cash and credit accounts for accurate financial record-keeping.
- Record remote bank deposits and accurately input transactions into QuickBooks.
- Oversee accounts payable and receivable, ensuring all invoices are processed and paid accurately and promptly.
- Maintain thorough and accurate financial records, including general ledger entries and bank and credit card account reconciliations.
- Identify and resolve discrepancies in financial statement reconciliations.
- Support the Controller by monitoring company expenses to remain within budgetary constraints.
- Collaborate with stakeholders to effectively communicate financial information and enhance operational efficiency.

- Contribute to the monthly reporting process and assist the Accounting Manager during audits.
- Facilitate cash management activities to optimize liquidity and cash flow.
- Coordinate the integration of new properties into the existing accounting framework, ensuring a smooth transition.
- Lead the preparation of financial statements during monthly, quarterly, and annual closeout processes, including balance sheet reconciliation and validation of general ledger entries.
- Develop and implement internal controls, policies, and procedures to ensure compliance and improve financial reporting accuracy.
- Monitor and analyze budgets to forecast cash flow, ensuring alignment with financial goals and maintaining a strong financial position.
- Assist in the preparation of budgets and provide financial analysis to inform strategic decision-making for leadership.

07/2014 - 11/2022

Florida Tractor Repair, Inc / Spratlin Towing & Recovery, Inc / Lifestyle Solution Investment, LLC Hampton, FL

#### *Operations Manager*

- Oversee and coordinate daily operations for three businesses owned by the same Directors, ensuring efficiency and effectiveness across all activities.
- Collaborate with all departments to guarantee adherence to project timelines and adherence to quote parameters for each initiative.
- Develop and maintain updated general business and technical procedures documentation to facilitate operational consistency.
- Handle purchasing, inventory management, and vendor contract negotiations to optimize costs and service quality.
- Perform HR-related responsibilities, including managing employee documentation (I-9, W-4, new hire packages), coordinating benefits, conducting exit interviews, and processing weekly payroll.
- Reconcile all chart of accounts monthly for each business entity, ensuring accuracy and compliance.
- Prepare and analyze monthly, quarterly, and annual financial reports to provide insights into business performance and support decision-making.
- Work alongside the CPA to prepare financial statements, tax filings, and compliance reports, ensuring all regulatory requirements are met timely.
- Monitor and assist in budget preparation and management to align with company financial goals and improve operational efficiency.
- Manage social media initiatives, including content creation, posting, commenting, and engaging with followers to enhance brand presence.

- Execute general office responsibilities such as filing, copying, data entry, organizing documents, and managing supply inventory for both medical and office needs.
- Ensure accurate data entry across multiple systems, proactively capturing and recording all relevant information.
- Perform clerical functions, including preparing correspondence, welcoming visitors, arranging conference calls, and scheduling meetings.
- Assist with mailings, packing, shipping, and organizing bulk mailings, along with sending prompt thank-you notes (both online and postal) and handling additional office tasks as required.
- Participate in special projects, including the creation of newsletters (using Microsoft Publisher), email campaigns, and organizing special events.
- Provide support to the Directors and staff by arranging travel plans, managing schedules and appointments, and ensuring prompt follow-ups on deadlines and responsibilities.

### **Qualifications**

- Certified Professional in Human Resources (PHR) with over 20 years of experience in accounting, human resources, and financial operations management.
- Currently pursuing a Bachelor of Arts in Accounting with a 4.0 GPA, consistently recognized on the Honor Roll and Dean's List since re-enrollment in 2024.
- Member of The National Society of Leadership and Success, reflecting strong leadership potential and commitment to academic excellence.
- Proficient in MS Office Professional suite (MOUS Certification obtained in 2000), along with experience in AS400, Oracle, and AmCheck.
- Strong customer service and problem-solving skills with excellent phone etiquette and communication abilities.
- Familiar with accounting software, including QuickBooks and PeachTree, and skilled in preparing financial reports, managing budgets, and conducting monthly reconciliations.
- Effectively manage multiple priorities and meet tight deadlines in fast-paced operational environments.
- Quick learner with a proven ability to adapt to new software and applications efficiently.
- Comprehensive knowledge of general office duties, including scheduling, data entry, and maintaining accurate financial records.
- Informed about labor laws in Florida, New Jersey, California, New York, Nevada, Georgia, and Minnesota, as well as OSHA regulations, Sarbanes-Oxley compliance, and Workers' Compensation.

### References

Available upon request.