

# JOHANNA (JACKIE) SNYMAN

150 Pigeon Mountain Road, Half Moon Bay, Auckland, New Zealand  
jjsnyman.nz@gmail.com  
+64 21 158 6690

## OBJECTIVE

I'm looking for full-time work in the role of Office Administrator | Payroll & Accounts Administrator | Bookkeeper and Office Manager.

## PERSONAL STATEMENT

Highly organised & detail-focused Bookkeeper & Office Manager with a demonstrated history of accurately & efficiently supporting overall accounting activities. Extensively computer literate, I am enthusiastic, self-motivated & a punctual individual with all-round bookkeeping experience in double-entry bookkeeping, managing accounts, maintaining sales ledgers, raising invoices, issuing regular statements & processing receipts. I am a self-starter, resilient, able to work under pressure, can work independently or collaboratively within a team & I have strong people & communication skills.

## WORK HISTORY

NZ Marketing Association  
Auckland, New Zealand  
Mar 2020 to Current

### Senior Bookkeeper & Office Manager

The New Zealand Marketing Association is New Zealand's professional body for marketers in New Zealand.

Delivering fantastic Learning and Development courses, superb events, connecting marketers together, and are the voice of the industry. | [www.marketing.org.nz](http://www.marketing.org.nz)

The Senior Bookkeeper's role is to process all financial transactions to accurately account for and report on the MA's financial performance and financial position, monthly. As Office Manager my role is to ensure the office runs smoothly, liaising with suppliers (for such things as stationery, kitchen supplies, etc.), I.T. support, landlord, and tenants. Reporting to CFO.

- Processing all revenue invoices raised via WooCommerce or Xero or manually.
- Recording all costs and expenses, whether incurred via staff credit cards, supplier invoices, staff expenses, etc.
- Reconciling all receipts and payments.

- Processing journals, accruals.
  - Preparing monthly divisional Profit and Loss Statements for review including variance analysis and debtors' analysis.
  - Preparing monthly total organization Profit and Loss Statements and Balance Sheets along with Balance Sheet reconciliations for all key accounts.
  - Preparing and filing GST returns.
  - Pay and record fortnight salaries and contractors. Liaising with our outsourced payroll company and posting the payroll journals.
  - Credit and Debtors control: ensuring all debtors pay within parameters as set by the MA. Pay all creditors, manage bank transfers and refunds.
  - Assist CFO with Financial Year End.
  - The Office Manager's role is to ensure the office runs smoothly, liaising with suppliers (for such things as stationery, kitchen supplies, etc), I.T. support, landlord, and tenants. This will include:
    - Ensuring all office supplies and stationery are ordered as required.
    - All issues with I.T. equipment and software are speedily resolved by our support company.
    - Any breakages or other issues with the premises are reported to our landlord and speedily fixed.
    - Any issues with our sub-tenants or that our sub-tenants have are resolved.
- + Health & Safety

Infinite Property Management  
 Durban, South Africa  
 1 Aug 2019 – 30 Nov 2019

#### Bookkeeper

Infinite Property Management is well known in the market for providing a complete commercial & residential management solution backed up by strong financial services |

[www.infinitepropertymanagement.co.za](http://www.infinitepropertymanagement.co.za)

My main function in this role was to assist with the migration from PowerProp software to a cloud-based weconnectu software, & responsible for the administration of monthly

management accounts that were then signed off by management.

- Processed journal & accrual entries for all receipts, payments, & other financial transactions.
- Administered management accounts.
- Captured transactions for trust, savings, maintenance reserve & petty cash book.
- Filled source documents for all journal entries recorded.
- Posted journal entries to ledger accounts.
- Prepared trial balances.
- Performed bank reconciliations & audit reconciliations for financial year ends.
- Prepared cash flow statements.
- Prepared financial reports.
- Performed other duties as required.

Edwood Marketing  
Gillitts, KZN, South Africa  
17 Jul 2017 – 30 Jun 2019

#### Senior Bookkeeper

Edwood Marketing is a South African Forestry product sourcing agency that focuses on Chipboard & Sawboard | [www.edwoodmarketing.co.za](http://www.edwoodmarketing.co.za)

As Senior Bookkeeper I was responsible for full bookkeeping functions including daily invoicing & monthly reconciliations.

- Maintained records of financial transactions by establishing accounts, posting transactions, & ensuring legal requirements compliance.
- Developed systems to account for financial transactions by establishing a chart of accounts & defining bookkeeping policies & procedures.
- Processing including goods received vouchers, sales invoices & credit notes, commission invoicing & credit notes, statements, calculating & interest journals, cashbooks, bank reconciliations, accounts payable & receivable, journals & accruals.
- Maintain subsidiary accounts by verifying, allocating, & posting

transactions, balanced subsidiary accounts by reconciling entries.

- Maintained general ledger by transferring subsidiary account summaries.
- Balanced general ledger by preparing a trial balance & reconciling entries.
- Maintained historical records by filing documents.
- Prepared financial reports by collecting, analysing, & summarising account information, performing reconciliations.
- Complied with local legal requirements by studying requirements, enforcing adherence to requirements, filing reports & advising management on needed actions.
- Assisted outsourced accounting firm with month end & management accounts as well as financial year end.

Ketomi Distribution  
Hillcrest, KZN, South Africa  
01 Mar 2017 – 16 Jul 2017

Assistant to Chief Operations Officer  
Ketomi LLC manufactures & distributes innovative natural health products | [www.coliccalm.com/www.yorba.com](http://www.coliccalm.com/www.yorba.com)

My main function in this role was to support the COO with daily administration & customer care for Colic Calm UK, AUS, Canada & SA, customer care for Yorba Organics USA & SA attending to customer queries on social media, attending to & management of sales calls & enquiries as well as online sales, assisting with logistics, stock control & general operations.

- Maintain an accurate & detailed calendar for COO, manage & log incoming scheduling requests, reschedule meetings upon request, proactively communicate changes, & anticipate & respond to scheduling conflicts.
- Tracked COO's tasks & projects to ensure appropriate prioritization of projects with respect to deadlines & organizational developments.
- Organised internal & external meetings for COO, including logistical & substantive preparation.

- Managed all travel scheduling & arrangements.
- Tracked & reconciled monthly credit card statements & completed & submitted expense reports in a timely manner.
- Conduct preliminary research on a variety of topics, draft materials as needed.
- Performed any other relevant duties as assigned.
- Processed orders via email or phone.
- Communicate important feedback from customers internally.
- Liaised with the Logistics department to ensure timely deliveries.

BLEISTAHL-Produktions GmbH & Co. KG  
 Durban, South Africa  
 21 Nov 2016 – 31 Jan 2017

Bookkeeper

BLEISTAHL-Produktions manufactures & supplies valve seat inserts & valve guides for the automotive industry worldwide | [www.bleistahl.de/en/](http://www.bleistahl.de/en/)

My responsibility in this role was to assist the senior bookkeeper with the full creditors function as well as processing payroll.

- Responsible for creditors payments, invoicing & recording of financial transactions.
- Captured & processing all invoices.
- Ensured that all payments that are paid comply with the set standards & contain all the necessary required information.
- Captured invoices into Pastel from all supporting documentation.
- Ensured transactions were properly recorded entered into the computerised accounting system.
- Maintained the accounts payable systems to ensure complete & accurate records & filed all documentation.
- Maintained, updated, created, secured, & archived petty cash records & files.
- Entered employee information & payroll data into the system.

Finance Spec  
Hillcrest, KZN, South Africa  
8 May 2014 - 7 Nov 2016

- Issued pay slips detailing earnings & deductions.

#### Bookkeeper

Finance Spec was a chartered accounting firm which has since been liquidated.

As bookkeeper I was tasked with the full bookkeeping function up to balance sheet for over 23 companies including processing VAT & monthly management accounts.

- Maintained client fixed asset registers.
- Raised accruals & depreciation.
- Reconciled VAT & assisted with SARS VAT reviews & audits.
- Processing & reconciling of cash books.
- Processed management accounts & journals.
- Reconciled trial balances, debtors & credits
- Experience gained in assisting with audit testing.
- Prepared trial balances for the compilation of AFS, including verification & collection of necessary supporting documents.

Summerveld Equine Hospital | Gillitts Vet  
Summerveld, KZN, South Africa  
Aug 2011 - May 2014

#### Senior Bookkeeper

Summerveld Equine Hospital is a full-service centre, providing 24-hour emergency service, & has in-house patient facilities for 20 horses & SA Vets offers routine animal health care | [www.savets.co.za](http://www.savets.co.za)

As Senior Bookkeeper, I actioned the full bookkeeping function of the company up to balance sheets.

- Make journal entries for all receipts, payments, & other financial transactions.
- Filled source documents for all journal entries recorded.
- Posted journal entries to ledger accounts.

- Prepared trial balances.
- Performed bank reconciliations.
- Prepared cash flow statements.
- Prepared financial reports & financial year-end report.
- Processed management accounts.
- Filled EMP201 & VAT 201 Submissions.

Risk Trans Insurance Brokers (Pty) Ltd | i-  
Truck Insurance  
Durban, South Africa  
Jan 2010 - Aug 2011

Assistant to Group Financial Manager

Risk Trans is one of the largest Trucking & public transport insurance specialists in South Africa | [www.risktrans.co.za](http://www.risktrans.co.za)

In this role, I supported the Financial Manager by performing clerical tasks, including processing & recording transactions, preparing reports & budgets, fielding communications with clients & vendors, fact-checking, filing, & other duties, as needed.

- Processed cash books for all branches.
- Managed accruals & monthly journals.
- Processed management accounts & monthly reports as well as financial year-end preparation & processing.
- Processed EMP201 & VAT 201 submissions for all branches.
- Processed petty cash for all branches.
- Processed payroll for all branches, receipting & calculating commissions into Grail insurance package.
- Generated employee IRP5's, EMP501 & processed workmen's compensation claims.
- Reported and assisted Financial Manager

Shower Haus  
Durban, South Africa  
Mar 2008 - Nov 2008

Senior Bookkeeper

Shower Haus supplies & installs custom Shower & Bath enclosures as well as internal glass doors | [www.showerhaus.co.za](http://www.showerhaus.co.za)

My basic function in this role was to create & process financial transactions, generate reports up to trial balances, prepared VAT & Tax submissions & administration of the payroll & petty cash.

- Recorded day to day financial transactions & completed the posting process.
- Reconciled sales taxes, payroll taxes, & bank accounts at the end of each month.
- Monitored financial transactions & reports.
- Processed accounts receivable & payable.
- Processed payments & generated receipts.
- Attended to client queries & worked with an accountant when necessary.
- Handled monthly payroll using accounting software.

## QUALIFICATIONS

Xero Advisory Certificate  
Auckland, NZ  
2020

Marketing Association Professional  
Certification Courses

- Marketing Bootcamp
- Content Marketing
- The Essentials of Digital Marketing
- Social Media for Marketers
- The Secret Sauce of Great Copywriting
- Digital Storytelling

Varsity College  
Westville, South Africa  
2013 - 2013

SOBT Financial Accounting  
Pass with Distinction

Damelin  
Durban, South Africa  
2004 - 2004

Practical Bookkeeping & Accounting



Durban Business College  
Durban, South Africa  
2002 - 2002

Diploma Business Management & Marketing  
with Computer Skills

Pass with 89% Distinction  
Subjects | Advertising | Bookkeeping (Advance) |  
Business Communications | Business  
Management | Consumer Behaviour | Office  
Practice | Marketing | Public Relations |  
Retailing | Computer Business Applications

Werda High School  
Hillary, KZN, South Africa  
2001

High School Certificate

## TECHNICAL SKILLS

- Full Car NZ Licence
- Microsoft Office | Microsoft Excel |  
Microsoft Word | Microsoft  
Powerpoint | Microsoft Publisher |  
Microsoft Outlook
- Accounting | Bookkeeping up to  
Balance Sheet | Management  
Accounts | Data Capturing
- A Humorous Approach To Debt  
Collecting | Course Completed | 2009
- Word Processing Techniques -  
Essential | Course Completed | 2002
- First Aid | Level 1, St John NZ
- Accounting Software | Pastel  
Accounting - Course Completed |  
2015 | Sage Online | Quickbooks |  
Wave Application | Xero Advisor  
Certified
- Computer Skills | Experienced gained  
with Shopify | Wordpress |  
WooCommerce
- Basic Awareness & Quality  
Management | Course Completed |  
2000
- Marketing & Public Relations | Course  
Completed | 2002

## PERSONAL SKILLS

Autonomous | Self-management | Can Take Initiative | Proactive | Time Management

I am able to work independently & manage all of my tasks & responsibilities. I prioritise tasks efficiently so that I focus on the most important & time-pressed tasks first. This helps me avoid procrastination, meet deadlines & eliminate stress.

Communication | Interpersonal | Customer Care

I have the ability to communicate well at all levels & can communicate complex concepts in simple terms. I am approachable & able to attend to client queries with confidence, by showing interest & carefully listening to their needs.

Teamwork | Collaboration

I work well within a team & enjoy collaborating to pay my part in the efficiency, productivity & success of my team. I accept authority & respect my colleagues & managers.

Resilient | Adaptable | Able to Work Under Pressure | Focused | Willingness to learn

I can thrive in a culture of change & continuous improvement. I can adapt to change & be flexible in the way I work & think & I can bounce back from setbacks & maintain a positive attitude. I am willing to learn new methods, procedures & techniques.

High Numeracy | Attention to Detail | High Accuracy | Systematic Problem Solving

I have high numeracy & a demonstrated history of producing high level of accuracy in my work.

Decision Making

When tough decisions arise, I evaluate the circumstances, consider alternatives & weigh up the pros & cons, I am able to make decisions under pressure & I opt for a "problem-solving" attitude, as opposed to a "that's not my job" approach.

Self-motivated | Hard Working | Enthusiastic

I enjoy my work & am enthusiastic & self-motivated.

Loyal | Dependable | Target Driven

I am target driven, & finish what I need to within the time I am given, I am dependable & loyal to my team & the company that I work for.

## COMMUNITY & VOLUNTEER EXPERIENCE

SAPS | South African Police Service

Westville, Durban, South Africa

Oct 2002 - Present

Administrator

Duties | Switch Board | Administration |

Typing | Taking Of Minutes

## ACHIEVEMENTS

Academic Top Achiever Award

2002

Awarded Top Achiever at Durban Business College for Computer Projects & PowerPoint Presentations.

Academic Top Achiever Award

2002

Awarded Top Achiever at Durban Business College for Consumer Behaviour & Retailing.

## REFEREES

Bruce Fowler

CFO – Marketing Association

[Bruce.fowler@lancastermgmt.co.nz](mailto:Bruce.fowler@lancastermgmt.co.nz)

+64 27 499 0088

Thomas Edward

Owner - Edwood Marketing

[thomas@edwoodmarketing.co.za](mailto:thomas@edwoodmarketing.co.za)

+27 82 459 2727

John Miles

CEO – Marketing Association

[john@marketing.org.nz](mailto:john@marketing.org.nz)

+64 21 024 57363

Michelle Schwarting

Director - Infinite Property Management

[michelle@infinitepropertymanagement.co.za](mailto:michelle@infinitepropertymanagement.co.za)

+27 84 401 3733

Keith Page  
Owner - Ketomi (Colic Calm / Yorba  
Organics)  
keith@ketomi.com  
+1 941 447 6336

Samantha Cheesman  
Office Manager - Finance Spec  
+27 71 491 2390

Gay Jackson  
Financial Manager - Bleistahl  
gjackson@bleistahl.co.za  
+27 31 792 5380

Dr Ralph Katzwinkel  
Owner - Summerveld Equine Hospital  
alph@savets.co.za  
+27 82 908 0020