



# DAVID DUPREE

## Finance Office Manager



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Indianapolis, IN, United States

### Education

#### Bachelor of Science in Accounting

2008 - 2011

United States, Indiana University at  
Bloomington

#### Certified Bookkeeper

American Institute of Professiona-  
l Bookkeepers, 2024

#### QuickBooks Certified User

Intuit, 2023

### Skills

Financial Management & Reporting

Accounts Payable/Rec-  
eivable

Budgeting & Expense  
Control

Compliance & Audit  
Preparation

Vendor Relations &  
Contract Negotiation

### Professional summary

Detail-oriented and organized Finance Office Manager with experience in financial operations, budgeting, and administrative management. Proven expertise in optimizing financial workflows, managing accounts payable/receivable, and ensuring compliance with financial regulations.

### Experience

#### Lumen Financial Services

June 2018 - Now

United States,  
Indianapolis, IN

#### Finance Office Manager

- Oversee processes, including payroll, budgeting, and forecasting for a company with annual revenue of over \$5 million.
- Streamlined accounts payable and receivable processes, reducing outstanding invoices by 30%.
- Collaborate with senior management to prepare and analyze monthly, quarterly, and annual financial reports.
- Manage office expenses, negotiate contracts, and implement cost-saving measures.

#### Advanced Data Solutions

May 2014 - June 2018

United States, Carmel, IN

#### Office and Finance Coordinator

- Managed all finance-related administrative tasks, including billing, payroll, and budgeting.
- Processed payroll and employee expense reports with precision, ensuring timely and accurate payouts across departments.
- Improved financial record-keeping by implementing a new accounting software.

#### Martinsville Accounting Group

June 2011 - May 2014

United States,  
Martinsville, IN

#### Junior Accountant

- Assisted with financial statement preparation, data entry, and reconciliation of accounts.
- Conducted daily reconciliations for cash flow accounts, significantly reducing discrepancies in accounting reports.

