


# MARY BETH WAGNER

Office Manager

## CONTACT

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## PROFILE

Detail-oriented nonprofit accounting professional with 15+ years of experience in **fund accounting, payroll administration, and financial reporting**. Skilled in **QuickBooks, MS365, and cloud-based accounting systems**. Adept at **grant reporting, audit preparation, and compliance with 501(c)(3) regulations**. Highly organized and proactive, with proven success in **workflow efficiency, staff supervision, and mission-driven financial management**.

## EDUCATION

**South View Senior High School**

Diploma 1980

## LICENSES & CERTIFICATIONS

Coursera Professional Bookkeeper Certification 2025

QuickBooks Certification 2025

## SKILLS

- Event Coordination
- Curriculum Development
- Budget Management
- GAAP
- Staff Supervision
- Facility Management
- QuickBooks
- Microsoft Office Suite 365

## WORK EXPERIENCE

**OFFICE MANAGER - First Christian Church of High Point – High Point, NC** March 2009 – Present

- Oversaw **accounts payable/receivable** and reconciled **100+ monthly transactions** with 98% accuracy.
- Prepared and submitted **payroll for 15 employees**, ensuring timely tax filings and compliance with federal/state regulations.
- Produced **monthly financial reports** for the board, improving transparency and supporting budget decisions.
- Reduced reconciliation errors by **20%** through process improvements and staff training.
- Coordinated annual audit preparation, resulting in **zero compliance findings** for 10+ consecutive years.
- Implemented scheduling and workflow systems that cut administrative time by **15%**.
- Managed vendor contracts and maintenance schedules, saving the organization **\$5,000 annually** in operating costs.

**EVENT MANAGER - Noah's Place – Kernersville, NC**  
January 2006 – June 2008

- Coordinated **50+ community events** annually, managing budgets up to **\$10,000 per event**.
- Supervised teams of 2–6 employees, achieving a **95% customer satisfaction rating**.
- Negotiated vendor contracts that reduced event expenses by **10%**.

**ASSISTANT DIRECTOR, LIFEQUEST PROGRAM**  
*First Christian Church Ministries – Kernersville, NC*  
August 2004 – August 2006

- Directed after-school and summer camp programs serving **100+ students annually**.
- Managed program budgets and tracked expenses, ensuring alignment with nonprofit funding guidelines.
- Increased enrollment by **25%** through community outreach and program development.
- Supervised a team of 8 staff, maintaining a safe and engaging environment with **zero major inci**