

# John Wm. Cox

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*Please note: if I'm outside the US, you may need to  
Call me on WhatsApp; +1 then the # above...TY*

## Objective

With many years of experience in management, sales, real estate, accounting, human resources and customer service, I am disciplined, dedicated and reliable and will be an asset to your organization. I am able to work alone but I am also an easy-going mature person who will easily fit in with a group, as well.

*– full time and long-term preferred...let's chat.*

## Abilities

- Office Manager/Full Charge Bookkeeper.....19+ years (staff up to 6)
- Payroll.....19+ years (up to 425)
- Repairs & Maintenance.....17 years
- Property Manager.....10 years
- Snow ski area Manager.....9 years (staff up to 195)
- Real Estate Broker.....9 years
- Captain 42' yacht.....9 years
- Real Estate agent.....5 years
- Customer Service.....since high school (over 20 years)
  
- **Expert with MS Excel, Word, Publisher and Outlook**
- Have used MS Access and PowerPoint
- Hands-on with Micros POSERA and GE Centricity
- MS...XP/Vista and NT...
- **Expert with QuickBooks: Pro, Premier and Enterprise**
- **Expert with three proprietary accounting programs (seafood industry)**
- Extensive experience with ADP, Attendance Enterprise, Kronos and EFTPS
- Great deal of exp. with POS and Square
- Hands on with RoomMaster (hotel)
- Hands on with RentManager (rentals)
- Good tourist Spanish
- Type: 65 wpm
- 10-key by touch

- High familiarity with all office machines

*In 2001, Wards Cove Packing Company went out of business after more than 75 years and I was laid off (with many others)... since 2001 I have worked in Alaska most Summers and vacationed the rest of each year.*

*FYI: I completed the Pfizer vaccination process on 3/30/2021*

## **Employment History**

### **Jan.2021-present**

Again, because of covid...on vacation in Washington, Florida, the Dominican Republic and now Honduras.

### **Sept.-Dec 2020**

Office Manager at a logging camp in SE AK

In charge of all accounting, including bi-monthly payroll for 60. Sadly, they went bankrupt and laid everyone off.

### **Oct. 2019-Sept. 2020...**

On vacation in Mexico 10/2019-3/2020... then Covid hit and remained in PV until 8/2020.

**May-Sept. 2019 Glacier Bay Lodge...Gustavus, AK Principal driver of Guest van; assist Maint.; fuel boats and responsible for the comprehensive recycling program**

**2016, '17 and '18...**

**Mostly vacation, projects for family and friends as well as some temporary positions:**

**July-December 2018 Office Manager for a custom home builder in Suncadia. Very busy construction company with annual sales of \$24M**

**February-June 2018 product sales in COSTCO**

**March-July 2017 Temp. GM and FC Office Mgr. for a holding company in Alaska. Including a 164 room hotel, restaurant, gift shop, gas station, laundromat and 28 rental units.**

**May-July 2016 Office Mgr. for a tour company in Ketchikan, AK With 4 duck boats, 5 Hummers and a Coast Guard fast boat.**

#### **ACCOUNTING MANAGER – Full Charge Bookkeeper**

4/2015 – 12/2015 Chilkat Guides, LLC Haines, AK (seasonal)

This was actually 5 companies doing business in 6 US states, 15 countries and 7 continents – I was responsible for all the accounting, A/R, A/P, Payroll, Workers' comp., City, State and Federal taxes – including Sales Tax, Bed Tax and Land Use Tax. CG had 7 bank accounts, 15 corporate credit cards and did a great deal of business in the Haines/Skagway area for all the cruise ships that visited every day. I generated invoices for each ship and multiple tours (hikes, zip line, kayak, golf, City tour, etc.). The 2014 summer was very busy for CG – we billed for 40,000 day-trips just in the Haines/Skagway area!

I also reconciled all the bank accounts, the Google Ad Words account – also Yahoo and Craigslist – payroll topped out at \$85 and we had lots of T-shirt sales, repair shop retail sales, which we ran on our cc machine. I transferred a great deal of money amongst the companies every few days and we made regular wire transfers to foreign countries.

I filled out all the Workers' Comp. audits, did the 940 and 941 returns for each company - had one Accounting Assist.

#### **OFFICE MANAGER – Full Charge Bookkeeper**

5/2013 – 4/2014 Great Pacific Seafoods, Inc. Anchorage, AK (seasonal)

Responsible for all A/P, A/R, Payroll for up to 100, purchasing, hiring crew and office staff, write Draw checks, monitor Time Clock punches, prepare Bills of Lading and invoices for our customers, schedule vans coming and going and in charge of 10 apartments for staff and crew housing for 50...had one General Assistant

#### **OFFICE MANAGER – Full Charge Bookkeeper**

4/2012 – 9/2012 McCarthy Ventures, Inc. McCarthy, AK (seasonal)

In charge of all accounting functions, including payroll for 54 staff, reconcile tills/make banks/verify tips for grocery store, gift shop, bar and fine dining restaurant, two hotels...assist Head Chef with food orders, help store Manager with his ordering, monitor and daily adjustments of all POS stations, coordinate and manage staff housing, travel, etc.

#### **PAYROLL COORDINATOR**

3/2010-10/2010 Seward Fisheries, Inc. Seward, AK (seasonal)

Responsible for payroll for 390 employees, including all department distributions, audit punches especially early-in and out-late, make adjustments as needed, track and charge for housing, misc. purchases, cash advances and deposits, print, sort and distribute paychecks every two weeks.

### **FISCAL MANAGER – Full Charge Bookkeeper**

**2009 Iliamna Development Corporation** Anchorage, AK (contract)

In charge of all accounting operations including payroll for up to 46, A/P, A/R, tax payments, budget projections and detailed preparations for submitting a multi-million dollar insurance claim.

### **GENERAL MANAGER – Full Charge Bookkeeper**

**2008 Nunamiut Corporation** Anaktuvuk Pass, AK (contract)

Responsible for all accounting and staff (14) including A/P, A/R, payroll, HR, ordering, inventory, quarterly reports and Secretary/Treasurer of the Board of Directors. The Corporation owns two stores, a hotel, a gas station, a restaurant, cable TV service, a home heating fuel delivery company, a check cashing service (we kept \$50K-\$100K on hand), owns 170,000 acres of land and a General Contracting company as well as manage 500,000 acres for the Arctic Slope Regional Corporation – adjacent to and within the 8 million acre Gates of the Arctic National Park.

### **GENERAL MANAGER – Full Charge Bookkeeper**

**2007Isanotski Corporation** False Pass, AK (contract)

Responsible for all day-to-day operations: staff (5), grocery store, liquor store, crab pot storage, B & B, rental units, guest services, check cashing service - **all accounting duties...**payroll, GL, A/R, A/P, bank reconciliations, tax deposits, ordering, maintain shareholder records, Guide Permits for 60K acres of IC land and instrumental in facilitating the exchange of more than 20K acres with the US Forest Service.

### **MAINTENANCE MANAGER**

**2004–2007Parker Property Management** Seattle, WA

Repair, replace, install, virtually everything inside and out of rental units - mostly single family homes...built decks and did re-models - from small to very large.

### **HUMAN RESOURCES DIRECTOR/Payroll Manager**

**4/04-9/04 Ocean Beauty Seafoods, Inc.** Excursion Inlet, AK (seasonal)

Responsible for all aspects of the HR department - **payroll for 425**, hiring, terminations, progressive discipline, J-1 VISA students and coordinate and book entire staffs' travel to and from Alaska.

### **OFFICE MANAGER/Full Charge Bookkeeper**

**4/03 -9/03 NorQuest Seafoods, Inc.** Petersburg, AK (seasonal)

**In charge of all accounting**...payroll for 160, GL, A/R, A/P, purchasing, bank reconciliations, and quarterly reports. Also in charge of some staff (8): Payroll Clerk, security, housekeeping and Mess Hall.

### **OFFICE MANAGER/Full Charge Bookkeeper**

**1999-2001 Wards Cove Packing Co.** Ketchikan, AK (laid off)

**In charge of all accounting operations** - GL, A/R, A/P, payroll, tax deposits, bank reconciliations, boat settlements, fish tickets, US Customs paperwork, issuing PO's, budget projections, production forecasts, maintain MSDS sheets, ordering for store, gift shop, plant and fishermen - **thru YE Closing JEs.**

### **PLANT MANAGER**

**9/01-12/01 E.C. Phillips & Son** Craig, AK (maternity leave fill-in)

**In charge of all day-to-day operations**, including a staff of 6, purchase raw product, schedule vans in & out, all purchasing necessary to maintain plant and equipment.

### **AREA MANAGER**

**1990 – 1999 Ski Lifts, Inc.** Snoqualmie Pass, WA (seasonal)

**Manager** of a snow skiing area, in charge of staff (11-195), payroll, coding and approving invoices, schedules, new hires, terminations, handle very large amounts of cash, cashier, bartender, in charge of ordering for all F & B venues, extensive guest services duties.

### **BROKER and OWNER**

**1987-1999 John Cox Real Estate Residential**

Saint Handy & Co Repairs and Maintenance

Summit Rentals, Inc. Vacation Rentals – at Snoqualmie Pass

JCPM Property Management

## **Education History**

Arizona State University Bachelor Degree - Business

Scottsdale Community College Associate Degree - Accounting

## **Honors**

- Elected Chairman of the Juried Art – Bellevue Arts & Crafts Fair
- Selected to read for the blind on the radio in Phoenix
- Chosen to tutor inner-city youth in Seattle
- Invited to be a volunteer usher/bartender at Southern Rep Theatre in New Orleans
- Won audition as Ronnie (second male lead) in “The House of Blue Leaves” in Scottsdale
- Secretary/Treasurer Snoqualmie Pass Planning Commission
- #1 Salesman at a 4 Star/all-inclusive resort in Cabo, Mexico
- #1 Salesman at a 5 Star Resort and Spa in Puerto Vallarta, Mexico

## **Personal**

I am a SWM, 6', 185 lbs. and in excellent health... I am cheerful, positive and easy-going...enjoy travel, reading, movies, mountain biking, deep sea fishing, writing and am an avid photographer, as well as many other hobbies and activities depending on the time of year, where I am and who I am with...

I do not smoke and I am a very light social drinker.