**LAURA L. MORGAN**

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**EXPERIENCED BOOKKEEPER**

***Accounts Payable/Receivable…Payroll...HR***

Highly organized, analytical professional offering 20 years of experience in bookkeeping. Solid track record of success in efficiently supporting a wide array of accounting, payroll, and human resources activities. Demonstrate the ability to manage multiple assignments without sacrificing attention to detail and accuracy. Flexible and adaptable; able to switch roles quickly to maintain consistent productivity. Skilled in Microsoft Word and Outlook some Excel, QuickBooks Pro (through 2016), Practice Insight, Gateway Trizetto, Medical Manager and NexTech Utilization.

**AREAS OF STRENGTH & SKILL**

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| --- | --- | --- |
| * + Accounts Payable & Receivable   + Billing & Collections Processes   + Preparing Financial Statements   + Various, diverse office experience | * + Payroll Processing/HR Functions   + 10 Key/Data Entry/Keyboarding   + Balancing Payments & Charges   + Monthly B&O processing | * + Bank Account Reconciliation   + Front Office Administration   + 1099s/W2s/941s - quarterly & year end tax processing |

**PROFESSIONAL EXPERIENCE**

OPHTHALMOLOGY PRACTICE | Edmonds, WA 7/2007 – Present

**Bookkeeper/Billing Manager**

Process high volume accounts receivable, post and balance payments from Commercial Insurance Carriers, Medicare and Patient payments. Invoice Patients for balances due, post charges to Insurance and bill through the Clearinghouse. Process accounts payable and run weekly check run, reconcile banks accounts monthly. Perform human resources functions, including establishing benefits and processing bi-weekly in-house payroll, quarterly payroll 941/LNI and year end tax reporting. Process B&O sales tax. Compile reports for CPA.

* Saved the company money by transitioning from outsourcing to in-house payroll processing.
* Improve collections turnaround time by implementing new strategies and enhancing customer communication.
* Reviewed monthly reports for accuracy and collection reconciliation at month-end.
* Correspond with vendors for accurate charges and payments.

TKI INVESTMENTS/SEATTLE-RE AND PROPERTY MANAGEMENT | Seattle, WA 2/2001 - 7/2007

**Accounts Payable/Payroll/HR**

Processed accounts payable for multi-entity LLCs. Performed data entry, vendor set up, and research for invoice accuracy. Organized and conducted OSHA and WISHA meetings with off-site staff for updates, recommendations, and compliance. Assisted with A/R to ensure daily balances were reflected. Produced financial statements for CPA.

* Generated 1099s and W-2 forms at year-end, maintained employee files, coordinated benefits, and set up new hire orientation; performed L&I and payroll tax reporting, including B&O/941-940.
* Processed semi-monthly payroll for 50 employees, including benefits and 401K and bill-backs.
* Reconciled multi-entity bank accounts and credit card statements; generated invoices and statements for customers on a monthly basis.
* Instrumental in reducing costs by identifying and applying all vendor discounts.

\*Have worked in Property Management, Demolition/Contracting, Radio and Medical industries.

**CONTINUING EDUCATION**

OSHA/WISHA Procedures – Certificate (10/2004), (11/2014)

Legal Aspects for HR Administrators – Certificate (6/2004, 2/2013)

Payroll Management – Certificate (11/2003)

Accounts Payable Essentials – Certificate (2/2001)

Medical Coding – 2016 WAEPS