LAURA C. FLORES

10130 1st DR SE

Everett, WA 98208

(360)348-7500

LAURAFOREVER21@HOTMAlL.COM OBJECTIVE:

Looking to work in an environment where I will be able to learn new lifelong skills.

PROFESSIONAL EXPERIENCE

Horizon Manufacturing Inc. (Parts manufacturing)

September 2019-Most current

Office Manager/Accounting/HR/Payroll Administrative

* + Assisting the owner on day to day assignments
  + Accounts receivables on a day to day processing
  + Accounts receivables and payment processing/following up weekly AR
  + Working directly with customers and any product concerns/issuing credits
  + Weekly accounts payables check runs
  + Bi-weekly payroll processing
  + Paying all payroll taxes online
  + Daily bank deposits processing
  + Processing all quarterly taxes/setting up payments
  + Company purchases and approvals
  + Credit card payments and monthly reconciliation
  + Setting up new protocols for safety committee
  + Making sure all company’s handbooks were up to date
  + Month end procedures and inventory input
  + Oversee all human resource aspects for all employees/ updating files
  + Weekly management meeting agenda preparation
  + Working directly with shop crew with any HR/ and or company procedures related matters
  + Directly worked with CPA firm with all year end matters
  + W-2 and 1099’s preparation

Belmark, LLC-Construction (Property management, new property development, Custom projects)

Jan 2019- July 2019

Accounts Payables/Accounting Assistant

* Accounts payables-printing, reviewing all invoices for payment
* Matching all PO’S and coding to Builder Trend software for all invoices to be paid accordingly
* Answering all phone calls for the property management division for Spanish speaking clients
* Get all sub-contractor and their sub-tiers enrolled on wrap policies for new development projects
* Entered weekly payroll hours for payroll prep and review coding
* Worked alongside project managers and field employees
* Applying all payments to open invoices from the tenants (property management division)
* In charge of the office supply orders and staff side project needs
* Asist the accounting manager with miscellaneous accounting projects
* Weekly and monthly check runs for payments to vendors/sub-contractors
* Weekly and monthly fleet reports
* Weekly payables report to be reviewed by the controller
* Created Lien releases to go with payments and did follow up on liens
* Scanning, Filing and mail distribution
* Credit card receipt entries and reconciling bank statements monthly
* Processing of all credit card payments, check payments, bank deposits on a weekly basis
* Reviewing all monthly statements to make sure all accounts were in great shape and requested additional information if needed from vendors and subs.
* Worked alongside accounting manager on deadlines during billing time to make sure all billing was done, and all AP was submitted for that AP cycle.

Satco Products (Lighting manufacturing)

February 2017- Jan 2019/Mukilteo, WA

Account Receivables

* Processing of all credit card, check payments and submitting to NY for final processing
* Making a daily deposits/ record into excel sheets for records
* Working directly with Satco's Reginal credit manager from NY (assistant) Issuing credits for returns on products and applying to accounts for deductions
* Working directly with customers
* Answering incoming phone calls (back-up)
* Replying and submitting back-up paperwork regarding accounts to NY Satco's main corporate office
* Dealing with daily email requests from customers and or supervisors
* Work directly with Sales/ Credits & Rga's /Orders departments to assure all customers orders are processed accordingly

Monthly account audits to keep money flow coming and accounts from aging accordingly to account terms

* Working closely with Sales reps to ensure our customers are satisfied with the product and their account  Maintaining of credits application submittals from customers
* Verifying of credit card transactions
* Being back-up for Credits/Rga’s department

Skyline Engineered Systems (Specializes in construction)

March 2016-December 2017/Marysville, WA

Payroll Administrator/HR/AR/AP

* Entering daily payroll times
* Bank reconciliations
* Dealing directly with crew employees and assisting accounting manager
* Payroll deductions, garnishments payments online
* Paying Taxes and entering Federal/State taxes into Sage
* Preparing payroll paychecks/print checks and posting to the proper period
* Managing travel bookings
* Setting up all payroll/ other bank deposits
* Human Resources and preparation of insurance packets for three companies' employees/ following up on eligibilities
* working directly with Superintendent and foreman
* Following up on all L&l claims
* Helping the receptionist with multi-line phone calls
* Maintained all employee records and new hires with onboarding paperwork as well into the system
* Scheduling drug screenings for new/ existing employees
* Scheduling all training and certification courses for field crew
* setting up travel deposits for employees traveling out of the state to jobs sites
* Responsible for paying all the online child garnishments/ other deductions
* Processing payments for all Federal/ State Taxes online
* Company event planning alongside the controller
* Collecting mail and sorting of mail to correct departments
* Entering of payables and managed payments to all vendors/checking all PO numbers for accuracy
* Reviewing of all vendor statements
* Paying of credit cards into SAGE/ online payments
* Entering of all inner company billings
* Managing all of the employees PTO/Vacation time after every payroll posting
* Reviewing all the filing and organizing by dates
* Assisting accounting manager on misc. projects

Meader Orthodontics

September 2015-February 2016/Lynnwood, WA

Administrative Assistant/Front Desk:

* Scheduling patients
* Schedule and follow up on Perio appointments  Creating patient charts
* Verifying insurance benefits
* Dealing with referrals and authorizations
* Collecting payments
* Filing and faxing patient information
* Re-call patients
* Translating for non-English speaking patients
* Taking care of all incoming/outgoing faxes
* Sending/receiving all referrals
* Explaining treatment plans to patients and financials
* Preparing the required paperwork for labs
* Answering the multiple phone line calls

Vida Integrated Health Clinic

June 2014- October 2015/Everett, WA

Chiropractic Assistant:

* Answering the multiple phone line calls
* Translating for all the doctors in the clinic
* Scheduling patient's appointments/keep track of missed and canceled appointments
* Faxing all the PT/Chiropractic medical request for doctors
* Insurance verification and doing financial consultations with patients
* Collecting and entering payments or product purchases
* Patient in-take information and then digitally scanning into Chiro-Touch
* Re-calls for present and previous patients
* Running daily reports with all credit card transactions
* Running patent stat reports on a weekly basis and following up with patients on treatment
* Collecting co-pays or balances on accounts
* Dealing with in the house and outside referrals

Lynnwood Family Chiropractic

December 2012- August 2013/Lynnwood, WA

Front Desk Receptionist/Chiropractic Assistant

* Greeted patients upon entering office
* Scheduling appointments and tracking treatment plans into the Chiro-Touch computer system
* Answered multi-line phones with efficiency, professionalism and speed
* Collections, Fax, scanning
* Type up charts
* Translate for Spanish speaking patients
* Posting insurance payments, Filing claims
* Verified Insurance benefits and did financial consultations with patients

EDUCATION:

Arlington High School Arlington, WA

SKILLS:

* Work well with Microsoft Word, Microsoft Excel, Power Point, Chiro-Touch, Quick Books, SAGE,M1 Software
* Bilingual- fluent with Spanish/English
* Great with people and problem solving

REFERENCES UPON REQUEST