

ALISHA C. FOSTER

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Qualifications Summary: Highly efficient payroll and accounting professional with a history of success in payroll, accounting & calculations processing. Proficient in ADP Workforce, MS Office, Quickbooks, and Peachtree.

Skills: Keyboarding: 60 wpm

Accounting: AR, AP, General Ledger, Payroll

Software: SAGE, Quickbooks, Peachtree, Great Plains, ADP, Paychex, Microsoft Office, ACT, Oracle

Administrative duties: Answer multi phone line systems, Meeting preparations, Purchasing
Schedule and maintain projects.

Education

Athens Area Technical Institute

1991 – 1992

Athens, GA

- Diploma
- Certification of Completion in Real Estate Sales I, II, III

Experience

Beaver Paper & Graphics Media

2018 - Sept 2018

Accountant

- Process payroll for approx 250 employees through ADP payroll system
- Responsible for all payroll journal entries for four companies
- Reconcile all bank accounts for four main companies and journal entries
- Reconcile all benefit statements from Human Resources
- Reconciliation of monthly accounts payable
- Reconciliation of cash payments posted daily
- Prepared & transmitted daily wires for all bank accounts
- Coordinated workflow between the payroll department and Human Resources

Robert Half /Accountemps

2017-Mar.2018

Payroll Specialist

- Processed payroll for approx 350 employees through ADP WorkForce payroll system
- Coordinated workflow between Human Resources and payroll dept.
- Employee tracking and job costing through ViewPoint Vista system
- AP: Entered invoices, pay applications into ViewPoint. Vendor set-up and compliance.

Landmark Construction, LLC
Project Accountant

2015-2017

- Set up and Maintain all accounting records / project administration and tracking all aspects of the project
- Review all field documents prior to submitting to project manager for review
- Bank reconciliation
- Update all budget reallocations
- Compile all necessary documents for draw submission
- Prepare monthly financial reports
- Maintain all bank accounts for current projects. Processed all contract change orders print checks accordingly
- Entered all contracts and purchase orders
- Prepared monthly financial statements for the projects.

Oconee County Board of Commissioners
Human Resources/Payroll Technician

2012 - 2015

- Process payroll for exempt and nonexempt employees on a bi-weekly and monthly basis through ADP payroll system
- Post payroll journal entries bi-weekly and monthly in CSI accounting system
- Process all bi-weekly and monthly benefit payments and garnishments
- Process new hire paperwork and maintain any changes for existing employees including: personal changes, health, life, dental, and vision
- Assist the HR director is processing payments for Pension, Liability and Workers Comp.
- Assists in the process for new hire procedures.
- Bank Statement reconciliation

On-Line Instrument Systems, Inc.

2010 – 2012

Accounting Assistant/ Purchasing Agent

- Purchasing of Parts and Equipment
- Maintenance of Vendor Accounts
- Assist in Inventory Control
- A/P, Payroll, Bank Statement Reconciliations
- Credit Card Statement Reconciliations

All About Floors Showroom, Inc.

2006 – 2010

Treasurer

- A/P, A/R and Payroll in Q-Floors accounting system and QuickBooks
- Bank Statement Reconciliation
- Monthly Sales Tax Report Preparation and Quarterly Payroll Report Preparation
- Monthly Financial Statement Preparation for CPA review
- Daily Bank Deposits and Operations Duties
- Calculated Sales Commissions through Job Costing
- Inventory Control

Cannon Financial Institute, Inc.

2003 – 2006

Assistant Controller

- Managed A/R: Prepared Billing, Posted Payments, Month End Balancing
- Payroll including Preparation of W-2s, 1099s and Quarterly Payroll Reports – Multiple States

Ameliorate, LLC./Johnny Carino's

2002 – 2003

Assistant Controller

- A/P, Assisted in HR duties
- Payroll for Restaurant and Corporate Employees

Merial Limited

2001 – 2002

Payroll Coordinator

- Payroll Duties including: Employee Information Maintenance, TimeSheet Calculation and Issuance of Payroll Checks through ADP Payroll system.
- Coordination of work flow between Payroll Department and Human Resources Department

Zaxby's Franchising, Inc.

1996 – 2001

Senior Bookkeeper

- Full Accounting Responsibilities for 16 restaurant entities
- Recorded and Maintained Sales for each entity
- Managed Multiple Bank Accounts per entity including: Entering Check Data and Bank Statement Reconciliation
- Balanced GL Monthly
- Monthly Sales Tax Report Preparation for all entities
- Monthly Financial Statement Preparation for all entities
- Payroll Duties including: Employee Information Maintenance, Processed Bi-Weekly Payroll for Salaried and Hourly Employees, Prepare Wage Garnishments, and Bi-Weekly 941 Tax Deposits
- Prepared W-2s, 1099s and Quarterly Payroll Reports and 941 quarterly payroll tax returns
- Coordinated workflow and procedures between the Payroll Department and Human Resources