

HR PAYROLL/ ACCOUNTING REPRESENTATIVE

Summary

Diverse experience in Accounting, Credit Union Financial Services, Retail Sales, Customer Service, Telemarketing, Food & Beverage, Construction and Ironworks. Outstanding organizational ability with attention to detail, while balancing multiple projects in fast-paced environments with excellent interpersonal and communication skills. Demonstrated ability to gain customer trust and provide exceptional service, leading to increased repeat and referral business. Excellent leadership and motivational skills, with exceptional ability at problem solving and resolution.

Highlights

Branch Suite, N.A.D.A, Appro,

Delta Docs, COWW, and other

internal programs related to A/P & Payroll.

Excel spreadsheets

Meticulous attention to detail

Workers' compensation knowledge

Results-oriented, Self-directed, Microsoft Office proficiency, Time management, Strong problem solver, Resourceful, Dedicated team player, Strong interpersonal skills, Executive presentation development, Billing and coding

Accomplishments

Finance Skills

- Originated new business through professional networking, loan reviews and marketing.
- Created strategies to develop and expand existing customer sales, resulting in an increase in annual sales.

Accounting Skills

- Operated computers programmed with accounting software to record, store, and analyze information.

General Ledger Accounts

- Maintained accurate accounts including cash, inventory, prepaid, fixed assets, accounts payable, accrued expenses and line of credit transactions.
- Produced more account reporting data than required by taking on additional duties.
- Researched and resolved billing problems that had been previously missed.

Experience

Company Name City , State HR Payroll/ Accounting Representative 11/2008 to 11/2011

- Assisted in all payroll duties including but not limited to: accounting for all employee hours worked, time off requests, STD, leave of absence, etc.
- Worked quickly and efficiently, with minimal oversight, to accomplish assigned duties
- Accurately processed data, validation and transmission for weekly, semi-monthly and sales payrolls.
- Managed payroll and time and attendance systems.
- Enforced established payroll-related policies, procedures and regulations and adherence to company and governmental policies.
- Responded to employee inquiries regarding payroll and timekeeping.
- Onboarded new employees in the time reporting and payroll systems.
- Processed rehires, transfers, terminations, garnishments and withholdings.

Accounts Payable

- Prepared purchase orders and expense reports.
- Reviewed, investigated and corrected errors and inconsistencies in financial entries, documents and reports.
- Verified details of transactions, including funds received and total
- Calculated figures such as discounts, percentage allocations and credits. account balances.
- Coded the general ledger and processed vendor invoice payments.
- Opened and assigned new client accounts.

- Coordinated approval processes of all accounts payable invoices.
- Balanced batch summary reports for verification and approval.
- Conducted month-end balance sheet reviews and reconciled any variances.
- Researched and resolved billing and invoice problems.

Company Name City , State Financial Relationship Specialist

- Provide professional and prompt financial services to all members and potential members in a sales and service culture, while continually educating members on credit union products and services in relation to the members' needs.
- Researched banking guidelines and statutory requirements to stay updated on new laws and applications.
- Processed sales referrals and promoted bank services and products, resulting in branch sales increase.
- Open new members' accounts, CD's and IRA's.
- Originate and complete member consumer loan applications and close loans that have originated outside the in-store branch.
- Balanced daily cash deposits and bank vault inventory with a zero error rate.
- Assembled in-store marketing displays.
- Trained employees on cash drawer operation.
- Perform financial transactions, efficiently and accurately by providing accurate account information using accounts security procedures and recognizing accounts flags, etc.
- Assist with vault cash and originating and scoring member loans as needed, and assures the Credit Union's interest is protected and liens to be filed can be perfected prior to disbursements of loan proceeds.

Company Name City , State Trainer/Server 05/2008 to 12/2008

- Ordering and serving the customers with excellent service.
- Finding solutions to customer related issues.
- Insuring that all duties at the closing and opening of the store were done correctly.
- Assist in training new recruits.

Company Name City , State Counter Supervisor 09/2006 to 07/2008

- Assist Manager with all visuals for entire store.
- Responsible for delegating and planning daily staff workflow, in the absence of the store manager.
- Compile store merchandise and inventory reporting.
- Respond to customer inquiries and provide excellent customer service.
- Provide exceptional support in the areas of operational, sales and team management, and assist with special projects as required.

Education

Associates : Business 1998 Blue River Community College Business

Bachelors : Business Finance 2016 UMKC Business Finance

Skills

- Analytical and Statistical reporting
- Public Speaking
- Excellent Interpersonal Skills