**MARIA JAMES**

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**SUMMARY**

Accountingprofessional with education and an internship focused on internal business auditing. Known for ability to assess complex situations and provide effective resolution. A skilled payroll professional with meticulous attention to detail.

**EDUCATION**

Metropolitan State University, St Paul August 2016

**Bachelor of Science: Accounting**, GPA: 3.82

Eligible for CPA exam: December 2015

Inver Hills Community College, Inver Grove Heights

**Associate of Applied Science: Business Management**

**PROFESSIONAL EXPERIENCE**

City of Saint Paul, Saint Paul 2013–present

**Payroll Specialist**

* Maintain payroll and benefits payments for 40 departmental employees
* Consult with new employees about direct deposit payroll and communicate with financial institution about issues regarding direct deposit
* Promptly process accurate daily, weekly, monthly, and year-end reporting

R&D Tax and Accounting Service, Saint Paul May 2015–August 2015

**Audit Intern**

* Tabulated and examined sections of accounts, such as disbursements and reconciliations
* Examined register, verifying vendor names and amounts with receipts and invoices
* Notified lead examiner of any inaccuracies, shortages, or discrepancies
* Completed comprehensive audits quickly and accurately; prepared organized reports

ABC Industrial Manufacturing Co., Saint Paul 2008–2013

**Payroll Specialist**

* Maintained payroll and benefits payments for 80 employees
* Ensured a seamless transition during software upgrades and times of technical issues
* Executed eTime hours and attendance processing and interface with payroll
* Updated and reconciled monthly bank statements and processed manual checks

**VOLUNTEERISM**

Tax preparation for low-income families, Neighborhood Association 2012-present

**AFFILIATIONS**

Metropolitan State University Student Accountants

Minnesota Association of Certified Public Accountants

American Association of Payroll Professionals