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## **EXPERIENCE**

### **Bonneville International**

#### **Accountant/Payroll Manager**

**October 2008 June 2011**

- Responsible for all Accounting functions including Month End Close, Accounts Payable, Accounts Receivable, Balance Sheet Reconciliations, and General Ledger Management.
- Payroll Manager for 200 employees using Lawson and Great Plains Payroll software.
- Responsible for issuing 1099's for accounts payable vendors and radio station contest winners.
- Worked closely with all Human Resource functions including wage garnishments, FMLA compliance, workers compensation, unemployment claims, 401K and benefit enrollment.

### **Steward Ventures**

**September 2006 to July 2008**

#### **Payroll Manager/Human Resource Manager**

- Payroll processing for 300 employees using ADP EZ Labor software package.
- Researched discrepancies of payroll data for the purpose of ensuring accuracy and adherence to procedures prior to processing. Human Resource Manager Responsibilities included wage garnishments, FMLA compliance, workers compensation, unemployment claims, 401K and Workers Compensation audits, benefit enrollment, and employee complaints.

### **Goldberg and Osborne**

**September 2001 to September 2006**

#### **Payroll Manager/Human Resource Generalist**

- Payroll processing for 200+ employees using ACCPAC in house software package.
- In December 2004 instrumental converting Law Firm from ACCPAC Payroll to ADP PCPW for Windows and ADP EZ Labor.
- Researched discrepancies of payroll data for the purpose of ensuring accuracy and adherence to procedures prior to processing. Human Resource Manager Responsibilities included wage garnishments, FMLA compliance, workers compensation, unemployment claims, 401K and Workers Compensation audits, benefit enrollment, and employee complaints.

### **Business Manager KZON KYOT KOY Phoenix, Arizona**

**January 1997 to November 2000**

### **Business Manager KFBK KGBY KHYL Sacramento, California**

**November 1992 to January 1997**

- Assisted Controller with all accounting functions.
- Prepared monthly, quarterly and annual financial statements.
- Actively involved with budget preparation on all levels.
- Participated with accounting staff to manage the General Ledger and analyzed Accounts Receivable, Accounts Payable, and Payroll. Responsible for Bank deposit activities and Reconciliations.
- Performed adjusting entries to General Ledger and audited account entries.
- Instrumental converting radio stations from RCS to Marketron Traffic system.

## **SKILLS**

- Fundamental accounting knowledge of financial statements, budget preparation and auditing procedures
- Motivated, efficient, accurate, deadline sensitive, detailed orientated and team leader. Proficient in ADP PCPW for Windows, EZ Labor, ACCPAC, Lawson, Great Plains, Microsoft Excel and Microsoft Word.
- Strong analytical skills, exception attention to detail, sensitive to deadlines.

## **EDUCATION**

**B.S. Business Administration Western New England College Springfield Ma**