

Chelsea McKnight

1016Oak Meadow Lane Desoto, TX 75115 | 469-877-8331 | chelseajm91@yahoo.com

Objective

Clerical professional with 3+ years of data entry, customer service, and administrative experience. Aiming to use my proven skills to effectively fill an administrative role in your company. Possess a BBA in Accounting.

Education

BBA | DEC 2013 | TEXAS STATE UNIVERSITY

- **Major: Accounting**
- Related coursework: Financial Accounting, Intermediate Accounting I, Intermediate Accounting II, Business Communication

Skills & Abilities

Attention to Detail

- I am methodical and organized in my work, and while I recognize the importance of understanding the ultimate goal, I focus on accuracy and thoroughness in each step.

Bulldog Tenacity

- A “never give up” attitude that enables me to see projects and challenges through to successful completion.

Inquisitive and Retentive

- I seek to learn not only the facts, but the reasons behind them, and I remember what I learn.

Technical Ability

- Microsoft Office (Excel, Word, PowerPoint), ADP, iCIMS, ABI Mastermind, Ceridian, Aestiva, FM Pilot, Clear Spider, Great Plains, Galaxy from Fiserv, some experience with CAM accounting system

Experience

Accounts Payable Administrator | Gold's Gym Corporate | November 2017 – Present

- Review and process all invoice transactions for accuracy, completeness and appropriate documentation.
- Enter invoices into computer and schedule for payment.
- Review, research and respond to vendor inquiries and issues for both internal and external requests.
- File and maintain paid invoices.
- Research old unpaid invoices. Reconcile vendor payable accounts.
- Purchase Order (PO) matching.
- Match checks to invoices.

General Accounting Support Clerk | The Salvation Army-Texas DHQ | July 2017 – November 2017

- Prepare check requests for employee third party deductions and give to accounts payable.
- Prepare New Hire and Termination information for payroll.
- Edit and approve new hire information in Ceridian.
- Set up new hires as either timeclock, webclock, or salary employees for time and attendance purposes.
- Provide employees/managers with login information for Dayforce HCM.
- Assigned employees appropriate roles in Ceridian (i.e.: HR Generalist, Supervisor II, etc.).
- Prepares journal entries as requested by the Chief Accountant/MBS Accounting Systems Administrator.
- Provides support and participates in cross training in other accounting and finance functions.

Human Resources Coordinator | American Airlines Center | July 2016 – March 2017

- Provides administrative support to HR Generalist and HR Vice President.
- Creates, maintains, and updates confidential personnel files of all full-time and part-time employees, active and termed.
- Supports entire selection process, including but not limited to job posting, prescreening, scheduling interviews, background checks/drug screens, candidate notifications, etc.
- Helps with all job fairs and recruitment activities.
- Presents new hire orientation for part-time employees.
- Performs data entry and tracks data for various HR metrics as requested by HR Generalist and HR-VP.
- Handles and coordinates all administrative functions pertaining to employee work-related injury/illness claims.
- Responds to verbal and written requests for employment verifications and unemployment claims.
- Promptly responds to questions from employees regarding general HR matters, and escalates to HR team members as necessary.

Support Clerk | FirstService Residential | June 2015 – Dec 2015

- Scan and upload homeowner files.
- Stock network printers with reams of copy paper.
- Update various Excel spreadsheets.
- Clean kitchen at the end of the day.
- Outgoing mail
- Provides phone assistance as needed.
- Backup for Business Center Coordinator
- Occasionally scan and upload utilities and invoices to CAM accounting system
- Occasionally date stamp incoming checks and give to accounts receivable

Account Services Representative | Pegasus Community Credit Union | Sep 2014 – Dec 2014

- Receive checking and savings deposits.
- Open/close customer accounts.
- Cash checks.
- Accept loan payments.
- Answer basic customer inquiries regarding interest rates, service charges, and account histories while complying with disclosure requirements, regulations and consumer privacy and services.
- Refer customer to the proper department for issues that cannot be resolved at the teller line.
- Accept deposits and loan payments via mail.
- Balance drawer daily, including periodic batching of cashed checks.