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| Gabriel A. Hernandez | 8135 Oat Meadow Trail Houston, TX 77049 (281) 989-2949 ghernandez\_02@yahoo.com |

Skills Summary

* Knowledge in GAAP accounting and monthly closing processes
* Familiar with basic financial concepts
* Experience with major operating systems such as Microsoft Excel, Word, PowerPoint, Access and the internet.
* Ability to apply mathematical concepts to solve practical issues
* Familiar with the structures of accounting systems such as Ultipro, Workday, SAP, Oracle and ADP Workforce.

eXPERIENCE

PSC Industries (Contract) November 2016- Present

**Payroll Accounting Auditor**

* Assist the payroll manager during the company payroll software transition from ADP Workforce to oracle.
* Resolved payroll system error messages related to on and off cycle payroll processing.
* Prepares all necessary documents to support audit findings.
* Enter monthly G/L entries and reconciliations.
* Run quarterly tax reports

ABM Industries (Temp) May 2016- November 2016

**Payroll Processor**

* Assist with weekly, bi-weekly and semi-monthly processing tasks including data entry, processing, and verification’s. I would also serve as primary point of contact for salary payroll related issues.
* Assist supervisor and manager with special projects as requested.
* Accurately enter all payroll related data necessary to process and meet deadlines.
* Maintain proper filing systems.
* Perform year-end tax processing

Worley Parsons Resources & Energy June 2012- May 2016

**Project Cost OTL Administrator**

* Process all project cost codes under the correct project numbers and locations that are assigned by the project controllers.
* Ensure the queries and backlogs from SharePoint are up to date and entered correctly on a daily basis.
* Assist with duties or special projects that are needed on a strict deadline.
* Assist manager in reconciliation
* Run reports for project controllers
* Assist controllers with forecasting and reporting.
* Assist payroll department with processing and year-end tax processing

Sysco Foods Corporation (Corporate Office) July 2010- June 2012

**Business Accounting and Payroll**

* Accurately process multi-state payroll for weekly and bi-weekly employees who are paid hourly and salary.
* Input Tax W-4 records as well as Direct Deposit information into the system.
* Send out reports using Microsoft excel and PDF files.

Express Energy Services (Oil and Gas) (Temp) July 2009- October 2009

**Payroll Accounting**

* Prepare financial statements using excel spreadsheets to give to the controllers.
* Process multi-state payroll and input tax records using EFTPS online and assist controllers in duties that are needed.

Triumph Healthcare January 2008- July 2009

**Payroll Coordinator/HR**

* Process four of the Houston Triumph healthcare facilities and run special payroll reports using Report Smith and importing into a spreadsheet.
* Assist Human Resource by entering new hires, benefits and terminations.

Venturi Staffing Partners March 2006- December 2007

**Payroll Specialist/ Accounts Receivable Clerk**

* Manage North Texas Region to accurately key employees worked hours into the system in which they are paid on a weekly basis.
* Assist the compliance team with garnishments and insurance claims.
* Send out electronic invoices by uploading them onto a spreadsheet.

Education

Houston Community College Northeast January 2007 – January 2009

* Major: Business Accounting
* Payroll Accounting Certificate

San Jacinto College North Campus August 2002- December 2005

* Major: Computer Support Specialty and Basic Cisco Network
* A.A.S, Computer Science
* Certificate of Applied Computer Science