

# Crystal Kyle

## **FINANCE MANAGER/HUMAN RESOURCES**

Edmond, OK

[crystalkyle2\\_22i@indeedemail.com](mailto:crystalkyle2_22i@indeedemail.com)

405.226.4223

## Work Experience

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### **FINANCE MANAGER/ACCOUNTANT/HUMAN RESOURCES**

NEW HORIZONS, INC

August 2008 to Present

- Full charge processing of all Accounts Payable
- Reconcile bank transactions
- General Ledger Entries
- Reconcile Vendor Statements
- Check Printing and distribution
- Process month end and period end close
- Carry out billing, collections and allocations of payments
- Accounts Receivable
- Process sales tax returns and payments
- Assist in payroll functions
- Oklahoma Healthcare authority billing
- Administers recruitment, screening and hiring program for all center staff.
- Ensures compliance with all contractual requirements relative to the human resources function.
- Monitors all personnel and employment practices to ensure compliance with federal, state and local laws.
- Supervises preparation of all reports required by contract and the Corporation.
- Conducts wage and salary surveys, job analyses and writes job descriptions.
- Administers wage and salary program
- Administers employee benefits program.
- Initiates center human resources directives.
- Functions as center EEO Officer
- Monitors center worker's compensation and OSHA programs.
- Develops and implements an effective new hire orientation program.
- Develops and implements staff development and training program
- Prepares and conducts performance evaluations.
- Attends in-service training sessions.
- Provides staff training to center management personnel as it relates to Human Resources.

### **FULL CHARGE BOOKKEEPER/OFFICE MANAGER**

C.D. KYLE COMPANY, LLC

January 1998 to August 2008

- Oversee all daily operations
- Cash deposits
- General Ledger entries

- Full charge accounts payable, including printing and distribution of checks
- Full charge accounts receivable, including collections
- Job Costing
- Payroll for 15-20 employees
- Process payroll tax reports and deposits, including Federal and State withholdings

## Education

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### **Bachelor's in Accounting**

University of Central Oklahoma - MAJOR, Oklahoma, US

May 1998 to May 2002

## Skills

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- ACCOUNTS PAYABLE (10+ years)
- ACCOUNTS RECEIVABLE (10+ years)
- CREDIT (10+ years)
- EXCEL (10+ years)
- GREAT PLAINS (Less than 1 year)
- Quickbooks
- Executive Administrative
- Administrative Support
- Data Entry
- Human Resources
- Payroll
- benefits
- ADP
- MS Office
- Microsoft Excel
- training
- Employee Relations
- General Ledger Reconciliation
- General Ledger Accounting
- Human Resources Management
- Journal Entries
- Bank Reconciliation
- Account Reconciliation
- Bank Reconciliation
- General Ledger Accounting
- General Ledger Reconciliation
- Human Resources Management
- Journal Entries
- Office Management
- Financial Report Writing
- Benefits Administration
- Workers' Compensation

- Medical Coding
- Medical Billing

## Additional Information

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### SKILLS

- Accounts Payable
- Accounts Receivable
- Software Training Includes: Great Plains, Quickbooks, Microsoft Office - including Word and Excel
  
- Highly Organized
- Deadline oriented
- Goal driven
- Ethical