

Nancy Chambers

Office Manager/Accounting - Bannock Plains Drywall

Pocatello, ID 83202

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(208) 238-2006

Authorized to work in the US for any employer

Work Experience

Office Manager/Accounting

Bannock Plains Drywall - Pocatello, ID

March 2018 to Present

Payroll, Payroll taxes, 1099's

- A/P, A/R, statements
- Calls and collections on delinquent customers
- Bank Deposit, reconcile bank and credit cards

Staff Accounting

Qal-Tek Associates - Idaho Falls, ID

July 2017 to March 2018

Payroll, Payroll taxes, reporting

- A/P, A/R, statements
- Collected on all past due accounts
- Supply Requisitions, Check Requests
- Bank Deposit, reconcile bank and credit cards

Office Manager/Bookkeeper

Rosetta Homes - Idaho Falls, ID

June 2016 to July 2017

Payroll, Payroll taxes, reporting for multiple states

- A/P, A/R, statements
- Collected on all past due accounts
- HR, employee files
- Bank Deposit, reconcile bank and credit cards
- Any financial tasks or bookkeeping that needs to be done for company

Full Charge Bookkeeper/Manage Office

Sage Creek Repair - Idaho Falls, ID

September 2013 to May 2016

Payroll, Payroll taxes

- A/P, A/R, statements
- Collected on all past due accounts
- HR, employee files
- Bank Deposit, reconcile bank and credit cards

Full Charge Bookkeeper

Killpack Trucking - Idaho Falls, ID
September 2007 to February 2012

Payroll

- Manage vendor/supplier relations
- Responsible for monthly bank reconciliation
- Responsible for payroll processing
- Oversee the timely, accurate processing of invoices, purchase orders and payment transactions
- Thorough cross-checking of driver's daily log records and bills of lading
- Perform monthly bank reconciliation
- Maintain office database of employees and daily A/P transactions
- Responsible for the yearly registration, inspection and licensing of all trucks and equipment on premises
- Ensure all newly purchased trucks are correctly put into service by filing all appropriate paper work with individual states

Administrative Assistant / A/P

all vehicles, John C. Berry & Sons - Idaho Falls, ID
August 2004 to September 2007

Managed and set up customer accounts

- Invoiced freight on all trucks
- Complete regular inventory of all supplies
- Responsible for receiving and cataloging all newly acquired inventory

Education

Certificate

IDAHO STATE UNIVERSITY

Certificate of Merit

University for Xerox

Skills

- A/p
- Accounting
- Invoices
- Payroll
- Quickbooks
- A/r
- Vendor negotiations

Assessments

Human Resources Skills: Compensation and Benefits — Highly Proficient

August 2019

Knowledge of compensation and benefits programs.

Full results: https://share.indeedassessments.com/share_to_profile/eef5827444a40098a2d81ff98219b4bdeed53dc074545cb7

Human Resources Skills: Compensation & Benefits — Proficient

April 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/325ce46efe80b1c879ceaf0cf30b690ceed53dc074545cb7>

Principles of Accounting — Proficient

April 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/cd11afa78e73494ce70346710203e438eed53dc074545cb7

Data Entry — Proficient

April 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/attempts/f057a3ddedef566abec4b8275d7640b8eed53dc074545cb7>

Problem Solving — Highly Proficient

April 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: <https://share.indeedassessments.com/attempts/e1e9b5b038b4b7ff10e1c96cefa3931ceed53dc074545cb7>

Administrative Support — Proficient

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/5481475ab3fce5fd2467ac716f5a2045eed53dc074545cb7

Basic Computer Skills: PC — Proficient

October 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_to_profile/72317e6494868143b2a19de8c5a47a8feed53dc074545cb7

Work Style: Reliability — Highly Proficient

October 2019

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/537b6b60141b126117f9aedcce5681eaeed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Key Strengths

- Payroll
- QuickBooks
- A/R and A/P Processing
- Invoices/Payment Transaction

- Records Organization & Management
- Spreadsheet & Accounting Reports
- Vendor Negotiations & Management