

# Brandon Morales

## **Human Resources and Payroll Manager - Tahoe Truckee Sierra Disposal**

Incline Village, NV 89451

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(760) 815-9127

## Work Experience

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### **Realtor**

Chase International Real Estate - Tahoe City, CA

September 2018 to Present

### **Human Resources and Payroll Manager**

Tahoe Truckee Sierra Disposal

April 2017 to Present

- Process consistently accurate bi-weekly payroll for 150+ employees; pay Federal and State taxes
- Administer all company benefits plans and answer employee questions
- Maintain current knowledge of occupational trends and salary forecasts
- Conduct all recruitment processes; facilitate new employee orientation and safety training
- Create descriptions for new positions and develop compensation structure
- Administer FMLA, CFRA, and all applicable leaves according to Federal and State laws
- Develop promotion and bonus structures
- Research and advise on employment regulations
- Administer Workers Compensation program; develop and implement extensive heat, injury and illness prevention program to decrease work related injuries
- Coordinate and perform year end evaluations

### **Accounts Receivable**

Martis Camp Club - Truckee, CA

April 2016 to April 2017

April 2016 - April 2017

Accounts Receivable • Mail/E-mail Club and HOA monthly account statements for 671 homeowners

- Prepare and mail delinquent statements with late letters as necessary
- Provide member service via telephone and email communications
- Post ACH payments to member accounts and review for chargebacks
- Reconcile and recognize monthly Club dues
- Set up new billing and record escrow closing costs for all resale and developer purchased lots
- Reconcile and record all down/note payments for new and existing golf/social memberships
- Reconcile inventory accounts for hard/soft goods
- Ensure appropriate sales and use tax are paid. Pay monthly and quarterly tax returns
- Perform monthly bank reconciliations
- Maintain fixed assets spreadsheet for developer purchased capital items

### **Associate Portfolio Manager / Property Accountant**

ARK Management

October 2012 to March 2016

- Manage four HOA accounts, a total of 168 condominium units
- Co-manage eight HOA accounts, a total of 1250 condominium units
- Manage all vendors; hired new vendors as necessary to increase

productivity and cut operational costs • Prepare budgets and annual mailing packages for all associations.

- Handle various issues for HOA tenants promptly and efficiently • Prepare, review and approve receivables, billing, bank reconciliations, and credit card reconciliations • Prepare monthly financial reporting packages and property budgets for 10 commercial properties and 25 HOA and Commercial Associations • Analyze monthly variance reports, assist in property audits and tax return requests, prepare and submit tax forms

## Education

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### **Bachelor of Arts in Business Administration**

Point Loma Nazarene University - San Diego, CA  
December 2012

## Skills

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- Benefits Administration
- Compensation
- Employee Relations
- HR
- Human Resources
- Recruiting
- Sales
- Customer Service
- Marketing
- Powerpoint
- Outlook
- Microsoft Office
- Word