

Haylea Zaugg

710 E 27th ST Burley, Idaho 540-219-1110 Haylea.zaugg@gmail.com

Burley, ID

hayleazaugg8_cmf@indeedemail.com

Enthusiastic aspiring CPA eager to contribute to others success by providing excellent attention to detail, maximizing organization of operations, problem-solving and critical thinking abilities, conducting tax research and consistently improving payroll, tax, and budgeting knowledge. Extremely quick to build relationships and always open to constructive criticism. Ambitious to return to school and receive additional hands on experience in a successful environment.

#readytowork

Work Experience

Bookkeeper/Payroll Specialist

Gentry Zaugg Insurance Agency, Inc - Williamsburg, VA

June 2018 to Present

- Processed biweekly payroll with QuickBooks. Maintained accuracy when transferring data and made adjustments for contributions/deductions, CARES ACT payroll credits, overtime, garnishments, paid leave, etc.
- Paid, calculated, and filed all quarterly and yearly payroll forms.
- Researched and analyzed specialized tax laws, and rules and regulations.
- Insured W2s were correct and filed correctly with all agencies.
- Prepared analysis of wage & tax expenses for month-end accounting review.
- Tracked business revenue and expenses with QuickBooks, diligently reconciling accounts to maintain high accuracy.

Insurance Representative/Bank Specialist

Matt Davis State Farm - Clinton, SC

June 2015 to November 2017

- Spent ample time with each customer, verbally reviewing and explaining documents for client comprehension.
- Prepared documents for underwriting by verifying client income, credit reports and other information.
- Interviewed clients and shared strategies to insure the best financial outcome
- Provided primary customer support to internal and external customers in fast-paced environment.
- Answered incoming phone calls to articulate product value to prospective customers and support current policyholders.

Education

Some college in Business Administration/Accounting

ECPI University - Remote

Skills

- Communication
- Exceptional organization
- QuickBooks specialist
- Investigating discrepancies
- Problem resolution
- Relationship development and team management
- Tax law knowledge
- Operational and business improvements
- Organizational Development
- Accounts Payable
- General Ledger Accounting
- Journal Entries
- Payroll
- Bank Reconciliation