

# Haden Johnson

## **Credit Management Specialist**

Perrysburg, OH 43551

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419-290-0006

To obtain an Accounting position that will further my knowledge and skills that I have developed through my education as well as my work experience.

## Work Experience

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### **Credit Management Specialist**

Wadsworth Solutions - Perrysburg, OH

January 2019 to December 2019

- Managed collections clean up and maintenance of current outstanding accounts. (Estimated \$5-7 million in collections clean up to date.)
- Collaborated with account managers and billing to resolve customer & general ledger account discrepancies and to ensure accounts were accounted for accordingly.
- Applied daily payments. This consisted of customer checks, ACH's, and credit cards.

### **Accounting Clerk**

SSOE Group - Toledo, OH

June 2016 to November 2018

A dual role in Accounts Payable and Payroll, Accounts Payable:

- Processed invoices/expense reports and payments for both invoices and expense reports.
- Assisted with the implementation of a credit card payment system as well as a new accounts payable routing system.
- Facilitated training for the department in order to implement the new expense report system.
- Assisted with the annual 1099 process for 1099-B's, DIV's, INT's, and MISC's. Gathered all necessary documentation and validated balances.
- Collaborated with our AP and ERP support team to improve the W-9/banking information process.

- Lead the weekly India office meetings with five people.

Payroll:

- Entered new hire tax information and direct deposit information into PeopleSoft.
- Demonstrated flexibility by assisting with the payroll process when needed.
- Assisted in reviewing each year's W-2s to ensure that they are prepared correctly and mailed timely.

Validated garnishments through states/agencies to ensure none were in arrears for the year-end bonus payroll.

### **Assistant Accountant**

Edward Ziemianski L.L.C - Toledo, OH

December 2012 to April 2013

- Reviewed 2012 Federal, State, and City Income Tax Returns as well as processed School District Income Tax Returns for new and existing clients which is about 400. This also includes Federal, State, City & School District Estimates.
- Assembled bank reconciliations for client businesses in QuickBooks and also prepared Payroll for client businesses in QuickBooks as well.
- Reviewed 2012 Federal & State Trusts for clients.
- Prepared Invoices for 2012 Tax Returns using Microsoft Excel.

## Education

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### **Bachelor of Business Administration in Accounting**

The University of Toledo - Toledo, OH

September 2014 to March 2016

### **Associate of Science in Business Administration Conc**

Owens Community College - Toledo, OH

September 2012 to March 2014

## Skills

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- Powerpoint
- Accounting
- Accounts Payable
- Data Entry
- Payroll
- Account Reconciliation
- Bank Reconciliation
- QuickBooks
- PeopleSoft
- Deltek
- Microsoft Office

## Links

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<https://www.linkedin.com/in/hadenjohnson>

## Assessments

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### **Accounting Skills: Bookkeeping — Highly Proficient**

November 2018

Measures a candidate's ability to calculate and determine the accuracy of financial data.

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

[share\\_to\\_profile/94418d52c184884e9a819cd67d152d46eed53dc074545cb7](https://share_to_profile/94418d52c184884e9a819cd67d152d46eed53dc074545cb7)

### **Principles of Accounting — Highly Proficient**

January 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/2a976f9df85c99dff6ee74964ca48efbeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2a976f9df85c99dff6ee74964ca48efbeed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Highly Proficient**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/889f0af250719e075e1941e39de1d803eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/889f0af250719e075e1941e39de1d803eed53dc074545cb7)

### **Spreadsheets with Microsoft Excel — Familiar**

January 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/6dda66ff6f9147a352c3d00649d544a4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/6dda66ff6f9147a352c3d00649d544a4eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Expert**

April 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/1f50070097a0140ff5137c2a5a644a92eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1f50070097a0140ff5137c2a5a644a92eed53dc074545cb7)

### **Work Style: Reliability — Familiar**

March 2020

Tendency to be dependable and come to work.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/780b053809d76699b31c486a09364088](https://share.indeedassessments.com/share_to_profile/780b053809d76699b31c486a09364088)

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