

# Andrea Rexroad

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321-482-8366 | Arvrg90@gmail.com

## Summary

Highly organized and efficient in fast-paced multi-tasking environments. Able to prioritize effectively to accomplish objectives with creativity, enthusiasm, and humor.

## Highlights

- Inventory control
- Supervision and training
- General Accounting/Bookkeeping
- Calm under pressure
- Attention to detail
- Over 80 WPM typing speed
- Microsoft Systems (Excel, Word, Etc.)
- Global Edge software
- QuickBooks
- Digital Delve
- FRS-Flexible Research System
- NetSuite
- ADP

## Accomplishments

Attended courses/training on the following criteria and completed successfully:

- Time management
- Intelligence for teams

Received 2019 Employee of the Year Award

## Experience

### **HUMAN RESOURCES/PAYROLL/FINANCE | HELLO DIRECT INC. | 07/2018-CURRENT**

- Prepare and update employment records related to hiring, promoting and terminating
- Prepare and distribute HR policies, procedures, laws and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed; add new hire to all HR software
- Address any work-related issues
- Process all personnel action forms and ensure proper approval
- Oversee the hiring process, which includes coordinating job posts and reviewing resumes
- Prepare and process employee benefits through an HR system
- Maintain payroll information by collecting, calculating, and entering data
- Update payroll records by entering changes in exemptions, insurance deductions, etc.
- Prepare reports by compiling summaries of earnings, liabilities, 401k deductions, etc.
- Pay 941 taxes using liability report
- Allocate funds for 401(k)
- Serve as assistant to CFO
- Run bank reports daily and enter information into corresponding ledger
- Process transfers to bank accounts
- Balance ledgers monthly

**ACCOUNTS PAYABLE | HELLO DIRECT INC. | 04/2017-CURRENT**

- Enter invoices and match to purchase order in database; Enter invoices using proper GL codes
- Print and obtain signatures on all account's payable checks
- Pull paid invoices from filing system to match with check payment vouchers
- Keep organized system of vendor records and invoices
- Generated accounts payable reports for management review.
- Handle balances and reconciliations report for direct payout to the appropriate vendor
- Reconcile vendor statements and correct discrepancies
- Research and resolve invoice discrepancies and issues
- Process credit memo's/cash refunds for customer returns
- Process credit cards/create invoices for customers
- Filled in for finance manager as needed

**PURCHASING/PARTS MANAGER | FALCON HEATING & AIR | 03/2012-12/2016**

- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and best price.
- Prepare and process purchase orders for supplies and equipment.
- Maintain records of goods ordered and received.
- Analyze market and delivery systems to assess present and future material availability.
- Prepare reports regarding merchandise costs.
- Process warranties on damaged or broken parts
- Order supplies or equipment and issue them to personnel.
- Dispatch technicians to job sites.
- Answer phones and schedule appointments for customers' needs
- Accounts receivables
- Ensuring all invoices match purchase orders according to price and data
- Manage and ensure inventory is accurate daily by doing inventory counts and physical checks
- Manage warehouse employees
- Prepare schedules for delivery drivers
- Ordering of replacement parts for service
- Ensuring all data is accurate in Time Force software.

**CRIMINAL RESEARCH ANALYST | WHOLESALE SCREENING SOLUTIONS | 10/2014-10/2015**

- Conduct criminal research using data from online court records and/or internal/external resources.
- Obtain case copies from courts to retrieve more information on a case or to get additional identifiers if needed.
- Performed over 400 background searches a day