**Heather Burch**

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**Objective:** Looking for a job where I can utilize my skills and knowledge to grow professionally and thrive in a challenging, and fast-paced professional environment.

**PROFESSIONAL EXPERIENCE**

**Sr. Payroll Representative** 1992 - 1997

West Virginia University Hospital Morgantown, WV

* Tracked & managed employee time
* Ensured paychecks were accurate and compliant with both state and federal tax laws
* Analyzed time card computations, wage garnishments/levies, salary schedules

**Owner/Operater** 2000-2018

Maid in Morgantown

Morgantown, WV

* Tracked & managed employee time
* Customer Service
* Accounts Payable
* Accounts Receivables
* Inventory Control

**Accounts Payable Manager** 2008-2010

Shaft Drillers International

Morgantown, WV

* Researched, analyzed and corresponded with third party collection agencies and proposed resolutions
* Processed vendor reconciliation requests/reconciled credit card statements
* Prepared and reviewed A/P monthly invoices
* Processed weekly check run
* Month end closing

Presently work at Pilot Thomas Logistics in Morgantown, WV as a Fuel Logistics Coordinator.

\*References available upon request\*