**Office Manager and Payroll Professional:**

Office manager and payroll professional with 18 years of experience managing the payroll and human resources functions and 18+ years of experience assisting the treasury, accounting, tax and customer service functions in multiple industries using various software

**Professional Skills and Experience:**

Sage Business Works Microsoft Dynamics AX Accounts Receivable

Excel Microsoft Dynamics GP Accounts Payable

Microsoft Word QuickBooks General Journal Entries

Outlook Payroll Tax Filings

Power Point Employee Benefits Customer Service

ADP Cash Management Office Management

Construction Partner Certified Payroll Job Costing

Peachtree Multi-State Payroll Records Management

**Education:**

Administrative Assistant with Financial Emphasis Associates Degree May 3, 2001

LDS Business College, GPA 3.821 Salt Lake City, UT

Notary Public – Commission Expires on: 11/15/2024

**Experience:**

##### Office Manager/Project Assistant May 2018-Oct 2019

##### Idaho Lines & Signs LLC Boise, ID

Managed the payroll and human resources functions, including all employee benefits and records, certified payroll, managed A/R, A/P, account reconciliations and deposits, maintained all company state/federal reports/forms and payments, performed all EEO Officer related duties, maintained customer and vendor information, assisted project manager, completed requested audits, maintained office supplies, and other job duties as assigned

##### 

##### Office Manager January 2017-May 2018

##### Dean Distributing Boise, ID

Managed the payroll and human resources functions, including employee health and welfare benefits, managed all A/R functions, A/P processing, account reconciliations, daily cash management, cash flow statements, bank reconciliations, processed inventory adjustments, assisted CEO in working with franchisees and the marketing program, processed and managed royalties, other duties as assigned

##### 

##### Accounting Specialist June 2015-Nov 2016

##### [New](https://www.linkedin.com/vsearch/p?company=Pavement+Markings+Northwest&trk=prof-exp-company-name) Wood Resources LLC Boise, ID

Managed the payroll and human resources functions, including employee health and welfare benefits and 401K administration, certified payroll, assisted with the overall management of A/R collections, A/P payments, account reconciliations, daily cash management and reports, year-end financial audits, tax compliance, 1099’s and other assigned analysis

**Experience (Continued):**

##### Office Manager Sept 2013-Sept 2015

##### [Pavement Markings Northwest](https://www.linkedin.com/vsearch/p?company=Pavement+Markings+Northwest&trk=prof-exp-company-name) Boise, ID

Managed the payroll and human resources functions, including all employee benefits and records, and managed of A/R, A/P, account reconciliations and deposits, maintained all company state/federal reports/forms and payments, performed all EEO Officer related duties, maintained customer and vendor information, processed external compliance, maintained office supplies and completed analysis and projects for the CFO

Office Manager Oct 2012-Sept 2013

**Environmental Earthworks** Meridian, ID

Managed all payroll and human resources functions, including all employee benefits and records, maintained all company state/federal reports/forms and payments, processed A/R and A/P, reconciled statements and deposits, maintained customer and vendor databases, participated in contractor relations and project bid preparations, performed all administrative and customer service functions, processed incoming mail correspondence, maintained office supplies, completed various analysis using Excel, prepared meeting minutes and other assigned analysis

Office Manager July 2008-Oct 2012

**Bob Umphrey Floor Covering** Weiser, ID

Managed A/R, A/P, bank statement reconciliations and independent contractor payments, prepared analysis and data for year-end income taxes, tracked expenses, managed rental property payments and other related documents and completed other assigned analysis

Office Manager Aug 2005-Sept 2007

**Caesars Utah, LLC** Sandy, UT

Managed all payroll and human resources functions, including all employee benefits and records, maintained and processed state/federal tax forms, recorded and reconciled sales and deposits, prepared journal entries, processed vendor payments, maintained store lease files, supervised A/R and A/P, completed all sales tax duties, reconciled bank statements, processed bank deposits, assisted with quarterly and year-end audit procedures, maintained office supplies, prepared various analysis, reconciled statements and completed other assigned analysis

Assistant Office Manager Aug 2002-Aug 2005

**Caesars Utah, LLC** Sandy, UT

Managed A/R, A/P, customer statements, employee records, employee payroll, bank statement reconciliations, sales deposit reconciliations, managed credit card charge backs, organized and distributed mail correspondence based on matter and job duties, served as a customer service representative and completed other assigned analysis

Bookkeeper/ Office Assistant April 2000-Aug 2002

**Bick and Son Distributing Inc.** Sandy, UT

Prepared A/R, A/P, invoicing, customer statements, bank statements, bank deposits, orders, completed service calls, recorded transaction data, shipped products, served as a customer service representative, maintained supplies, prepared documents and spreadsheets and other assigned analysis

**Awards and Achievements:**

Academic Merit Scholarship Deans List Honor Roll Office Manager of the Year