

BRENDA WARDEN

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PROFILE

Accomplished, results-oriented professional with substantial experience in accounting and payroll matters. Proficient in management, reporting, and communication. Motivating leader and trainer with the ability to work in fast-paced environments demanding organizational, analytical, and interpersonal skills. Detail-oriented, resourceful, and ethical in completing projects in a timely manner. Team player willing to work outside job specifications; also able to work independently. Adept in solving problems and reducing employer's expenditure. Self-starter with knowledge of accounting software and the ability to grasp new concepts quickly. Graduate degree in Business Administration.

EXPERIENCE

AP/AR AND PAYROLL MANAGER, 2005–Present

XXXX Company Name XXXX, Grand Prairie, Texas

Supervise the AP/AR and payroll functions, including operations and staff. Handle other matters which seem necessary by the General Manager.

ACCOUNTING:

- Prepare and enter purchase order-related invoices. Ensure accurate entry of daily AP/AR transactions.
- Manage and reconcile customer accounts. Review credit lines for current and potential accounts.
- Perform reconciliation of bank statements, as well as outstanding account balances with brokers.
- Coordinate vendor database with appropriate internal constituents.
- Advise and instruct personnel on AP/AR issues.
- Build and maintain collaboration with staff of the AP/AR department.
- Respond to inquiries from customers and various departments regarding payments and invoices.

PAYROLL:

- Maintain all payroll records, reports, and computations.
- Ensure timeliness and accuracy of all payroll operations, as well as their conformance with employment/benefits practices and accounting procedures.
- Oversee preparation of all federal and state payroll tax reports, including quarterly and year-end returns.
- Interact with the relevant departments on employee benefit issues to ensure timely and accurate processing.

ACHIEVEMENTS:

- Streamlined the business by introducing QuickBooks Online Edition, enabling tracking of all business transactions and backup of all data stored in a remote site other than the company's physical location.
- Managed a team that successfully lowered factoring fees by aggressively following up on company's receivables.
- Currently working on reducing operational expenses by accomplishing a paperless office.

FRONT DESK MANAGER/SUPERVISOR, 2001–2005

XXXX / Company Name XXXX, Houston, Texas

- Handled responsibilities involving accounting, payroll, HR issues, and general administration issues. Always received positive feedback from superiors.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION,

BUSINESS ADMINISTRATION, 2006

XXXX Name of the University, Northfield, Vermont

- GPA: 3.5

BACHELOR OF SCIENCE, 1999

XXXX Name of the University, Eldoret, Kenya