

CATHERINE W.

1234 Anywhere Rd. • Anywhere, Texas 00000 • 555-555-1234 • catherinew@yahoo.com

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

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.

WORK HISTORY

AP/AR AND PAYROLL MANAGER, 200X–Present

Homeland Trucklines, Austin, Texas

Supervise the AP/AR and payroll functions, including operations and staff.

FRONT DESK MANAGER/SUPERVISOR, 200X–200X

Wingate Inn / Prism Hotels Management / Holiday Inn in Austin, Texas

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, 200X

University of Phoenix, Austin, TX

- GPA: 3.5

BACHELOR OF SCIENCE, in Accounting, 199X

University of Texas at Austin, Austin, TX