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| **Ann Howington**  Houston, TX 77089 | 832-721-8185 | ann.howington@att.**net** |  |  |

**Professional Summary**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goal. Dedicated multiple professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

**Skills**

* Personnel file management Benefits and compensation
* Policy and procedure development Wages and salary
* Payroll / Finance Bookkeeping- journal entry
* Human Resources Complete Skilled in; Word, PowerPoint, Excel,
* New employee training QuickBooks Pro, Peachtree, E-Time, ADP, Kronos
* A/R Management/Collections Paychex, JD Edwards, Peoplesoft, HRIS Systems

**Work History**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountant/HR Administrator-**

**RICO Elevators Inc. -Dickinson, Texas: 08/2018 to Current**

\*A/R invoicing, collections, data entry, Purchase Orders, set up

\*Payroll all-encompassing duties

\*HR, company policies and handbook update, benefits, compensation, FMLA, 401k, open enrollment and new hires

\*Expense Reports & Mileage Reports, 5500 report filing

\*A/P set up/ full-cycle

\*Reconciliations of credit cards, accounts and bank statements

\*Keep numerous spreadsheets and schedules-Pivot tables and V-Look-Up

**Lead Wage Attachment Analyst/ Assistant Supervisor –**

**ABM Industrial Services Inc. - Houston, TX- 06/2016 to 04/2017**

\*Analysis wage garnishments- Child Support, State Levy, IRS, Student Loans,

Creditors, Wage Assignments, and any court ordered garnishment.

\*Enter court orders by use of JDE.

\*Payroll, Benefit and HR analysis of documents.

\*Process payroll batches for garnishments/ off-cycle payments.

\*Process A/P third party payments.

\*Mail/fax court answers, interrogatories and Writs.

\*Any other miscellaneous duties related.

**Payroll Administrator Supervisor –**

**C& J Energy Services Inc. - Houston, TX 02/2014 to 02/2016**

\*Process multi-state payroll using ADP Pay Expert / Vantage for 10,000 employees

\*Process Labor Reports for each payroll

\*Post payroll journal entries and comparisons

\*Payroll Tax Analyst- Federal, State, Local full-cycle and set-up

\*Involved with implementation of new platform- ADP Vantage

\*Enter time adjustment, bonuses and per diem, time off requests

\*Process all garnishments and liens

\*Supervise and train payroll specialists for approximately 20 employees

\*Organize Workers Compensation, Cobra, FMLA, ST & LT Disability, Life, Medical, Dental, Vision, and AFLAC insurances.

\*Setup Pay Cards and manual checks when needed

\*Responsible for employment verifications

\*Data entry of payroll documents (W-4, direct deposit, garnishments)

\*Benefits- 401k, FMLA, new hires, open enrollment, Onboarding Classes, Biddings for Health Plans, HRIS system

**Payroll / HR Administrator**

**Pipeline Supply & Services LLC – Houston, TX 02/2012 to 09/2013**

\*Process payroll using Paychex for 400 employees

\*Payroll Tax Audits and filings and journal entries

\*Payroll reports using Report Writer

\*Accountable for all employee benefits; multiple states with varying carriers

\*Reconciling insurance invoices.

\*Multi-state payroll encompassing numerous states

\*TLO to download payroll from Paychex

\*Time adjustments and paid time off requests input

\*Posting responsibility for all journal entries into spreadsheet to download to ACCPAC

\*Process all garnishments

\*Organize Workers Compensation, Cobra, FMLA, ST&LT Disability, Life, Medical, Dental, Vision, and FSA.

\*Central processor for all profit sharing with ING

\* Benefits- 401k, FMLA, new hires, open enrollment, Onboarding Classes, HRIS system etc.

**Payroll/ Benefits Administrator / HR**

**Surgeons Management Inc.- Houston, TX 04/2007 to 02/2012**

\*Process payroll using Pay Expert for 50 companies; 400 employees

\*Payroll reports using Report Smith & Report Writer

\*Accountable for all employee benefits; multiple states with varying carriers

\*Reconciling insurance invoices with 50 companies for cross-billing

\*Multi-state payroll encompassing numerous states

\*Kronos – E-time to download payroll from E-Z labor to Pay Expert

\*Time adjustments and paid time off requests input

\*ADP software; Kronos

\*Posting responsibility for all journal entries into Peachtree

\*Process all garnishments

\*Organize Workers Compensation, Cobra, FMLA, ST & LT Disability, Life, Medical, Dental, Vision, and AFLAC insurances.

\*Central processor for all profit sharing

\*Miscellaneous quarterly reports, filing, training and education, etc.

**Bookkeeper/ Tax Preparer (PT)**

**Payless Tax & Bookkeeping – Webster, TX 12/2007 to 12/2008**

Prepare W-2, W-3, 1099, 940, 941, C-3, 1096 and payroll for several companies.

Process 1040 and 1120’s to include the various schedules (data entry).

Payroll software, Peachtree, QuickBooks, ADP, PayChex- 250 EE’s

Sales & Use tax Payments

Reconcile bank statements for several types of business, to include construction, retail, service, government, non-profit and many more.

Set up various worksheets to reconcile income and expenses.

Set up corporate by- laws reports and financial reports, and many other duties

Auditing Non-Profit Organizations

Administrative / Secretarial duties- data entry, answer phones, customer service

**Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

San Jacinto College, Houston, TX 05/2007

**Associates of Applied Science Degree in Accounting, GPA** in major **3.7**(4.0=A)

FPC Payroll Certification 04/2024

**Webinars – Seminars Courses**

Basic Excel for Accountants 07/23/2022

Advanced Excel for Accountants 07/23/2022

Multi-Tax for Payroll 2022 06/16/2022

***Professional and Personal References are available upon request.***