

# ARON MCPHERSON

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Dedicated business and accounting professional with 15+ years of experience in utilizing various HRIS, bookkeeping, and payroll systems. Adept at accounts payables/receivables, payroll, maintaining employee and vendor records, and monitoring statutory regulations and compliance. Proven expertise in developing accounting and human resources strategies, processing bi-weekly/semi-monthly payrolls, and collaborating with business stakeholders.

## WORK EXPERIENCE

### Bookkeeper

#### RBG Construction

Spokane, WA | Remote | 07/05/2023 – Present

- Reports to the Director of Operations and completes the bookkeeping duties of three 'sister' construction companies using QuickBooks Online and Procore software.
- Manages accounts receivable, including receiving deposits, applying customer payments, generating statements, and following up on past-due accounts.
- Manages accounts payable, including receiving and auditing vendor invoices for proper documentation and approval, processing payments, and 1099 generation.
- Directs semi-monthly payroll for 100 employees by auditing employee time records for accuracy, complying with federal and state statutory regulations, as well as company policy using ADP Workforce Now.
- Performs account reconciliations on all bank and credit card accounts and creates financial documents for reporting to company stakeholders.
- Manages the accounting department email inbox to assist coworkers and vendors with any questions or concerns.

### Business Manager

#### The Boys & Girls Clubs of the Columbia Basin

Moses Lake, WA | Hybrid | 07/18/2022 – 06/30/2023

- Reported to the Executive Director and performed bookkeeping, human resources, secretarial, and fundraising tasks.
- Managed accounts payable, accounts receivable, deposits, collections, reviewed financial statements, created financial reports, and performed account reconciliations for multiple bank and credit card accounts using QuickBooks Desktop and Salesforce.
- Processed semi-monthly payroll for approximately 75 employees using Paycor Software.
- Managed Club HRIS, completed new-hire and annual background checks, monitored job posting activity, performed screening interviews, and checked candidate references.
- Assisted the Director of Resource Development with fundraising activities, including item procurement and marketing for the Club's annual auction.

## **Accounting & Human Resources Manager**

### **Homesley Construction**

Moses Lake, WA | On-Site | 05/22/2017 – 07/15/2022

- Reported to the Owner and managed the accounting and human resources functions of two construction 'sister' companies.
- Managed deposits, accounts payable and receivable, collections, reviewed financial statements, created financial reports, and performed account reconciliations for multiple bank, fuel card, and credit card accounts using QuickBooks Desktop and Chronicle software.
- Directed semi-monthly payroll processing for over 100 employees by updating and correcting employee time records and complying with statutory regulations, including prevailing wage using QuickBooks Desktop.
- Oversaw human resources operations by completing HRIS data entry, reporting, posting vacant positions, performing initial interviews, tracking onboarding and training requirements, benefits enrollment and maintenance, and tracking HR issues to resolution and escalating as needed.

## **Office Manager**

### **Columbia Basin Licensing Services**

Moses Lake, WA | On-Site | 01/06/2014 – 05/19/2017

- Reported to the Owner and was responsible for the day-to-day operations and supervision of a team of eight licensing agents.
- Assisted with accounts payable and receivable, payroll, reviewed financial statements, created financial reports, and performed account reconciliations.
- Assisted with scheduling, onboarding new agents, completing new-hire paperwork, and assisting with semi-annual reviews with the Owner.
- Assisted customers with vehicle, boat, and trailer licensing renewals, title transfers, and tonnage per Washington State Department of Licensing requirements.

## **OTHER WORK EXPERIENCE**

### **Department Manager – Administration & Customer Service**

Lowe's Home Improvement | On-Site | Moses Lake, WA

### **Cash Office Clerk**

Lowe's Home Improvement | On-Site | Moses Lake, WA

### **Café Manager**

Griffin's Bakery & Cafe | On-Site | Moses Lake, WA

### **Barista**

Starbucks Coffee Company | On-Site | Moses Lake, WA

## **EDUCATION**

### **Master of Business Administration (MBA)**

Western Governors University | Kent, WA

### **Bachelor of Science, Business Management**

Western Governors University | Kent, WA

### **Associate of Arts, Accounting & Business Management**

Big Bend Community College | Moses Lake, WA

### **High School Diploma**

Moses Lake High School | Moses Lake, WA

## **SKILLS**

Account Reconciliation, Accounts Payable/Receivable, Auditing, Benefits Administration, Collections Management, Customer Service Management, Data-Entry, Financial Statements & Reporting, General Ledger Maintenance, Human Resources Management, Payroll Management, Record Maintenance, Scheduling, Tax Reporting, Timecard Management, W-2/1099 Administration.

## **SOFTWARE KNOWLEDGE**

ADP Workforce Now, Bamboo HR, Foundation, Google Meet, Google Sheets, Kronos, Microsoft Excel, Microsoft Office, Microsoft Outlook, Microsoft Teams, Paycor, Procore, QuickBooks, QuickBooks Time, Salesforce, Skype, T-Sheets, Zoom.