
Detail and performance-driven professional combining cross-functional expertise in accounting, payroll and human resource administration. Possessing a Master of Business Administration (MBA) combines education, experience, and hard work to provide results.

PROFESSIONAL EXPERIENCE

Vaughan Nelson Investment Management - Houston, Texas
Manager, Human Resources & Accounts Payable

2017 – 2022

Payroll/Human Resources/Employee Benefits/ Accounts Payable

Responsible for all Human Resource functions, payroll, and accounts payable for Investment Management firm. Primary functions included managing the Human Resources department, comprehensive payroll processing and administration of employee benefits. Responsible for all accounts payable processing and management of the front desk. Collaborated closely with Chief Financial officer (CFO) regarding payroll and financial activities. Provided support to employees in multiple states including, Illinois, Texas and all remote employees in Colorado, Florida, and Massachusetts. Provided additional assistance for special projects as needed.

➤ **Accounting/ Accounts Payable**

- Financial duties include timely processing of Account Payable according to terms and conditions of vendor contracts. Provided financial reporting to banks and management.
- Accounts Payable included the timely process accounts payable invoices to maximize credit and cash flow. Ensuring bills and payroll are paid in a timely and accurate manner while adhering to departmental procedures.
- Establishing and maintaining relationships with new and existing vendors. Researched and collaborated with vendors to resolve invoicing issues as necessary.
- Converted accounts payable process to electronic to streamline payment processing, provide quicker turnaround to vendors, and alleviate missing documentation from management.
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts.
- Maintains documentation for general ledger and balance sheet related items. Assist in monthly closing as needed.
- Responsible for employee expense reports, proper documentation, and account coding. Updated the expense report process to included one place for all expense report information including electronic documentation, and electronic signature. Provided staff support regarding expense reimbursements.
- Supervise the Admin responsible for depositing checks received and maintain documentation. Serve as backup for Accounts receivable handling of checks.
- Work with Finance Director to maintain cash flow worksheet, create journal entries, enter vendor credits and adjustments, and enter ACH payments into MS Dynamics.
- Worked closely with Finance Manager and Chief Financial Officer to provide documentation, update procedures, and streamline financial processes within the office and MS Dynamics accounting system.

➤ **Payroll/HR Benefits**

- Processed multi-state payroll for all employees and interns per payroll. Responsible for processing all employee payroll and bonus' based on individual bonus calculations. Handles exempt and non-exempt payroll, ensure that taxes and payroll deductions have been processed and handled appropriately. Research any new taxing authorities as needed, and updated, verified and maintained all tax documents.

- Setup new employee files and payroll processing, pay changes, title changes, and maintained employee files.
- Administration of benefit plans: Managed employee open enrollment and new hire enrollment for benefits including medical, vision, dental, HSA, FSA, and life insurance, and 401K. Worked with the 3rd party administration to guide employees through open enrollment and provide direction to employees as needed. Processed employee premiums through payroll deductions. Managed the 3rd party benefit administration platform, and integrated benefit information and deductions into the ADP system.
- Monitor and track paid time off policies such as vacation, sick time, bereavement, and holiday time, and process through payroll in accordance with company policies. open enrollment, answering questions, and processing the benefit premiums with payroll.
- Provided support to all employees regarding payroll and benefits.
- Provide payroll data as needed for Workers' Compensation, EEO, salary surveys, etc.

➤ Human Resources

- HR department of one responsible for all HR duties in the employee life cycle. Revamped and updated all HR processes and procedures while performing all HR duties and payroll and managing the administrative and front desk department.
- Responsible for revamping the Human Resources department by researching HR platforms, implementing, and managing the ADP Workforce Now platform. Integrated all HR functions through ADP Workforce Now, included payroll processing, employee files maintenance, benefit management, employee time off tracking, performance evaluations, new employee recruiting and applicant tracking, and background checks. Managed the system implementation, system back-office administration, to keep the system running efficiently, and portal layout to provide employees their company information. Implemented and integrated the HR processes into ADP to provide streamlined and efficient method to provide employees with all the HR information in one place.
- Updated HR policies and procedures. Established, implemented, and managed the recruiting, onboarding, new hire, employee handbook, performance review, and termination policies and procedures. Onboarding policies and procedures that included communication with the employee upon hire through 90 days after their start date, helping to integrate new employees into the company. Updated and expanded the performance review process to include all employees/departments and integrated the process into the ADP system. Updated the performance review process and converted the review process to electronic.
- Performed all tasks necessary in HR department for employment cycle. Managed employee process from the new hire requisition and recruitment, and all activities from employee onboarding through the employee life cycle to termination as necessary. Support the daily functions of the department including employee relations, and administration for payroll, benefits and leave management.
 - Maintains ongoing compliance knowledge with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
 - Handles employment-related concerns and inquiries from applicants, employees, and supervisors.
 - Initiate, monitor, and maintain the background check process for potential candidates.
 - Onboarding of new employees including orientation, I-9 documentation, policy, and procedures, creates and maintains confidential personnel files and data entry.
 - Maintain and ensure confidential electronic personnel files are kept up-to-date and that documents are filed appropriately.
 - Work with employees to complete necessary new hire forms and perform follow-up to ensure paperwork is returned in a timely and accurate manner.

- Manage the annual performance review process, EEO reporting, and other HR Duties as necessary.

➤ **Other/Management**

- Managed administrative department, ensuring the front desk was staffed, while office supplies and tasks were taken care of accordingly.
- During Covid, transferred all activities to work from home, and continued to provide the support and management to all. Converted HR and administrative systems to paperless.
- Worked with and trained employees to implement the new systems and procedures.

PROACTIVE DIAGNOSTIC SERVICES - Rosharon, Texas

2008 – 2017

Finance Manager

Full Charge Accountant/ Payroll/Human Resources/ Office Manager

Responsible to oversee corporate functions for oil diagnostic service company. Primary functions included all Accounting, Payroll, Human Resources, and Office Management. Collaborated closely with President and Vice-President regarding financial activities, Assistant to the Vice-President with liability and workers compensation renewals, employee relations. Provided accounting, office administration, and Human Resource support to employees in Alaska. and Texas. Provided additional assistance as needed for special projects.

➤ **Accounting/Bookkeeping**

- Financial Duties include timely processing of Account Payable and Accounts Receivable according to terms and conditions of contracts, financial reporting to bank and management as well as providing books quarterly to the Corporate CPA for review and annual tax processing. Provided staff support regarding reimbursement of expenses and purchase order procedures. Responsible for financial reporting, daily accounting entries, journal entries, reconciliations, review of monthly reports.
- Consolidated and updated accounting procedures to accurately categorize expenses.
- Accounts Payable - Timely process accounts payable to maximize credit and cash flow.
- Accounts Receivable - Invoice and work with customers on invoice procedures.
- Handled all finances for company sales of \$7.5M.
- Worked with Bank representative and CPA as needed.
- Train assistant to handle entry and monitoring of accounts receivable.
- Worked with and trained shop technician in issuing purchase order and monitoring inventory.
- Provide employee cost and operating cost to CEO.

➤ **Payroll/HR**

- Payroll & Human Resource activities: included processing of payroll and bonus' based on individual bonus calculations. Managed cafeteria 125 deductions and benefit administration, new hire paperwork, and cobra administration. Responsible for benefits management of employee insurance and 401K. Handled payroll taxes and W-2's.
- Researched and Implemented ADP Workforce for online payroll and HR administration.
- Managed annual open enrollment of employee benefits.
- Worked with insurance agent to research and evaluate employee benefit options for insurance.
- Multi-State payroll processing: Researched and processed taxes on employees that lived in Louisiana, Hawaii, Washington, Oregon, Tennessee, Texas, and Alaska.
- Worked with Insurance agent to shop for employee benefits.
- Managed New Hire orientation, open enrollment, and Cobra administration.
- Managed payroll tax audits.

➤ **Office Manager**

- Worked with insurance agents to provided renewal information for liability and workers compensation insurance policies. Worked on annual insurance audits. Provided company-wide office management to make sure all essential duties of the corporate office are completed in a timely manner. Trained and managed Administrative Assistant. Work with external insurance auditors for liability and workers compensation to provide needed information and comparison for renewals. Managed office functions and functioned as liaison between employees and management.

TEI STAFFING - Alvin, Texas

2005 - 2008

Manager, Corporate Administration

Accounting/ Payroll/ Office Management

Chosen to oversee corporate functions for a temporary staffing agency of 350 employees. Assigned to work closely with CEO, managing department of 3 employees, as well as providing administrative and HR support for 5 branch offices. Responsible for financial reporting, daily accounting entry, and payroll oversight and enforcement. Duties include financial reports, providing staff support including policy and procedure distribution, clarification, and enforcement, managing workers compensation injuries, along with working closely with computer technician. Primary assistant to the owner in policy development, employee relations, and financial matters. Worked with employees at 4 locations around Houston.

➤ **Accounting/Bookkeeping**

- Accounting includes accounts receivable, accounts payable, journal entries, reconciliations, review of monthly reports, as well as reviewing and approving client credit. Work closely with outside CPA on various projects. Consolidated Financial record keeping into new software program; Used QuickBooks and new software simultaneously during transition period. Improve collection of slow paying and past due accounts. Staffing software (industry specific module based).

➤ **Payroll/HR**

- Responsible for timely payroll processing of employees, Processing and payment of payroll taxes, W-2's, administered employee benefits, and 401K. Researched and implemented new payroll distribution process, thereby decreasing payroll costs. Revised and implemented new benefits policy including insurance, and vacation. Work with all branches, providing HR, administrative, and accounting support. Processed all Full-time staff payroll. Oversaw temporary employee payroll and processed as necessary 300 employees.

FIRST UNITED METHODIST CHURCH – Alvin, Texas

2002 - 2005

Director of Finance

Responsible to oversee the daily accounting operations for this 1500-member religious organization. Ensure achievement of the church's financial objectives by preparing and analyzing financial information used for departmental reporting, maintaining accurate and complete accounting records, managing all accounts payables by reconciling vendor invoices for timely payment. Process semi-monthly payroll, quarterly tax reports and W-2s for a staff of 50. Responsible for maintaining personnel files and enrolling eligible staff in pension and insurance programs.

➤ **Payroll and Accounting**

- Streamlined payroll operations by developing written administrative procedures and establishing processing schedules for part time employees. Reviewed the church's administrative policies and recommended several revisions that reflected current business practices. Provided strategic accounting leadership to enhance internal controls and business processes including the development of detailed financial reporting at the department level and performing daily cash flow analysis as effective administrative tools for monitoring expenses and budgetary variances. Capitalized on negotiation skills to obtain favorable pricing with contracted vendors, saving as much as 30% in insurance premiums while maintaining existing coverage levels. Credited with the development and implementation of a stewardship campaign that successfully increased operating capital for the new budget year.

DAILEY'S FENCE COMPANY – Crowley, Louisiana**1991 - 2002****Office Manager/Business Manager**

Provided operational leadership for this local business that specializes in the installation of custom fencing with \$2.2 million in annual sales. Held responsibility for client invoicing, job scheduling, purchasing, vendor negotiations, customer service, inside sales, marketing, general ledger, accounts receivable, accounts payable, payroll and quarterly tax preparation, collections, account reconciliations and financial reporting. Maintained and processed all insurance renewals and associated paperwork. Supervised two administrative employees.

- Contributed to strong sales results using creative print media and an effective advertising schedule as well as professional design of company trade show booth and hand-out materials.
 - Enhanced corporate profitability by developing customer contracts outlining specific payment terms and conditions for each building project.
 - Virtually eliminated all job site accidents with the introduction of a company safety program that included developing new guidelines and conducting several employee training sessions.
 - Designed and implemented a payroll policy that required all new hires to be hired as temporary employees to allow a 90-day review of the employee before they could receive benefits and be put on payroll.
 - Researched available pension plans and recommended plan to President. Helped set up accounts and wrote company policy and guidelines for the implementation.
 - Compiled company policies to cover issues including sexual harassment, drug testing, termination, benefits coverage and auto policy.
 - Demonstrated participative style of management that guided staff development and led employees in exceeding performance standards and job knowledge.
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Computer Skills

- Technology - Proficient at using available technology to streamline workflows.
- Payroll & HR programs (ADP Workforce Now, ADP Resource, process payroll within accounting programs).
- Accounting programs (MS Dynamics, QuickBooks Accounting, Peachtree Accounting, Quicken, Shelby for Non-Profit (for church)).
- MS office (Excel, Word, Access, Outlook). Adobe Acrobat.
- Industry specific software (have used staffing industry software, Shelby for non-profits).
- Ability and willingness to research and learn other programs as needed.

Other

- Ability to work in a fast-paced environment. Can prioritize workload and tasks to meet deadlines is required.
- Organized, detail-oriented, and able to multitask.
- Communication – Ability to interact confidently with colleagues, customers, and vendors.
- Cognizant of sensitive and confidential information and able to maintain confidentiality.
- Manage department to provide consistent results.

EDUCATION

Master of Business Administration (MBA) in Accounting and Human Resource Management

Baker College – Flint, Michigan

Bachelor of Science, Business Management

Louisiana State University – Baton Rouge, Louisiana

SPECIALIZED CERTIFICATIONS/ MEMBERSHIP

American Institute of Professional Bookkeepers (AIPB)- (Bookkeeper Certification)

Local Human Resource Society – HR Houston

Society for Human Resource Management (SHRM)

American Association of Notary Publics (AAN)

References available upon request