

# Demi Phelps

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Motivated individual with broad background in accounts receivable, accounts payable, human resources, payroll administration and bookkeeping. Looking to bring years of leadership expertise to a professional organization.

## **SKILLS AND ABILITIES**

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ADP, Kronos, Munis, Novatime, Paychecks, Paylocity, QuickBooks, SAP, Tekion  
E-Verify, Microsoft Applications (Excel, Outlook)

United Steel Workers of America local 3937 & 1028 (Arizona & Duluth MN)

Experience working under pressure in a fast-paced environment to meet deadlines efficiently and effectively.

## **EXPERIENCE**

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### **Cassones RV**

*Office/Finance Manager*

**Mesa, Arizona**

May 2022-Current

- Complete weekly payroll processing/commission calculations
- Onboarding/Offboarding
- Completing all accounts payable/account receivable transactions
- Making all GL postings
- Bank Deposits
- Bank Reconciliation
- Monthly tax filings to the state of Arizona
- Recording all bank transactions manually
- Recording all credit card transactions manually
- Monthly balance sheet review
- Month Close
- Credit Applications/Outside financing
- Yearly W2, 1099 & AZ- 8300 distribution

### **City of Maricopa.**

*Payroll Lead*

**Maricopa, Arizona**

October 2021- May 2022

- Complete bi-weekly & monthly payroll processing
- Complete bi-weekly tax, vendor and other AP processing
- Post a variety of payroll actions including wage garnishments, benefit withholdings, overtime hours, GL reconciliations
- Calculate and ensure timely remittance of all applicable withholdings liabilities for city employees including federal, FICA, state taxes, pension contributions, HSA/FSA
- Prepare and reconcile 941 & state tax reports
- Prepare, reconcile and distribute W-2s and W-2C then submit accompanying reports to Federal and State agencies.
- First point of contact for all internal and external requests

### **ME Global Inc.**

*Corporate Payroll & HR Administrator*

**Tempe, Arizona**

November 2017-May 2021

- Processing (2) weekly union payrolls and a (1) biweekly salaried payroll (multi state)
- Onboarding, e-verification, offboarding, transfers, rehires
- Manage/process timesheets, deductions, direct deposit, taxes, wages, garnishments
- Weekly hours reporting, GL postings, month, and year end reconciliations
- All off cycle payments (bonus, severance etc.)
- 401K & HSA findings
- W2, 1095 reviews and edits
- Implementation of new timeclock system in Arizona and Minnesota

**Insight Enterprise**

*Payroll Specialist*

**Tempe, Arizona**

May 2016-November 2017

- Processing a bi-weekly payroll for two different pay cycles (exempt- pay through current & nonexempt- a week in rears) for about 3500 employees.
- Review and audit time sheets, deductions, direct deposit, federal and state taxes as well as local codes.
- Process in multi states (AZ, AR, CA, CO, FL, IL, MA, MN, MT, PA, TX, WA)
- First responder to all employee questions/concerns.
- Manipulating and combining data to create uploads into ADP.
- Process off cycle (out of sequence) payrolls.
- Implementation of new payroll system.
- Processed several W2 correction for 2016

**Safety Services Systems**

*Payroll Clerk*

**Tempe, Arizona**

March 2016-May 2016

- Processed bi-weekly payroll for exempt & nonexempt employees.
- Monitoring any time off request and vacation/sick accruals
- Posting GL and month end reporting
- Editing all the 1095C

**Precision air & heating**

*Payroll/HR*

**Chandler, Arizona**

April 2013-January 2016

- Worked as the receptionist for the first 6 months helping customers and technicians.
- Dispatching, invoicing, and data entry through SuccessWare.
- Accurately processed data, validation and transmission on a biweekly schedule for both exempt, nonexempt & commissioned employees.
- Maintained biweekly & quarterly reports such as the general ledger and 401K.
- Accurate record keeping of employees PTO and sick balances.
- Managed communication regarding employee orientation and benefits open enrollment.
- Answered all inbound and outbound calls for any HR or payroll inquire.
- Processed new hires, rehires, transfers, terminations, garnishments and other payroll withholdings.
- Processed all salary changes steaming from merit increases, promotion, bonuses, payroll advances or pay adjustments.
- Organized employee schedules, department phone lists, uniforms & business card offers.

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**EDUCATION**

Chandler Gilbert + Scottsdale Community College

- Completed 20 credits towards Associated Degree in Accounting