

# Denise Barkley

## OFFICE PROFESSIONAL

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(251) 228-3137

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### SUMMARY

My career spans many tasks within administrative roles. Tasks include payroll administration, human resources, accounting, purchasing, inventory management, and contract administration. Capable Office/Business Manager committed to keeping accurate accounting records while keeping business costs low. Possess a natural aptitude for understanding labor and payroll regulations. Able to manage in union and non-union environments.

### EXPERIENCE

November 2023 - Current

**Accounts Payable**, *TerMac Construction*

Prepare and process invoices for payment, ensuring accuracy and compliance with company policies. Manage the preparation of subcontractor payment applications as directed by subcontract agreements. Ensure receipt and retention of subcontractor and sub-subcontractor lien waivers for submittal to project owners. Maintain organized records of all transactions and communications with subcontractors. Ensure all financial activities comply with relevant regulations and company policies.

July 2021 – November 2023

**Administrative Assistant**, *BJA Management*

Bookkeeping for multiple entities including but not limited to AR, AP, and general ledger. The entities range from industrial cleaning to trucking. AR duties include invoicing and receipts. AP duties include data entry of vendor invoices, credit card payments, and preparation of invoices paid by check. GL duties include journal entries, posting intercompany transactions, and account balancing. Other bookkeeping duties include credit card and banking account reconciliations. File state and local sales tax as needed. Maintain fuel records for trucking business and file needed quarterly reports. Other duties include managing proper document filing and record retention. Maintain stock of office supplies and reorder as needed along with performing other miscellaneous ensuring smooth workflow for office staff.

August 2020 – July 2021

**Office manager**, *Southeast Machine Company*

Perform all general bookkeeping functions. File sales and use tax returns, annual reports and other business filings. AR, AP, and GL functions including income statement, balance sheet, and cash flow. Worked closely with CPA for year-end processes. Daily monitoring of banking transactions including monthly reconciliations. Compiled employee time and reported to PEO for processing. Responding to employee inquiries regarding payroll and timekeeping. Conducted benefits administration for benefit-eligible employees. Managed personnel files according to federal and state regulations. Managed worker's compensation, safety, and OSHA activities. Onboarded new employees.

February 2015 – August 2020

**Administrative Assistant, *Smith Industrial Services***

Managed data entry for payroll, customer billing, and job cost tracking, ensuring accuracy and efficiency. Created detailed project quotes for customers, contributing to successful project planning and execution. Prescreened applicants and handled the onboarding process for new hires, facilitating a smooth transition into the company. Tracked employee safety training and ensured all training remained up to date, promoting a safe and compliant work environment. My role covered a wide range of essential business functions, showcasing my versatility and attention to detail.

October 2020 – August 2024

**Administrative Assistant, *Double D Maintenance***

Part-time work providing general clerical support including but not limited to data compilation, job postings, invoice preparation, deposits, etc. Included Alabama state sales and use tax filing.

January 2012 – February 2015

**Business Manager, *Columbia Parachute Company***

General management Office/Business Manager managing various aspects of the business. The role encompassed a wide range of responsibilities from daily operations and HR management to accounting and compliance with DOD standards. Managed daily operations and ensured work was accomplished safely. Implemented corrective actions for production problems. Maintained records for product traceability according to DOD standards. Represented the company at industry meetings. Monitored daily banking transactions, reconciled bank and credit card accounts, and managed all accounting operations. Guided the startup and management of HR operations, conducted benefits administration, resolved personnel issues, explained HR policies, recruited and selected employees, created job descriptions, assessed employee performance, and processed various HR-related tasks. Processed bi-weekly payroll using PEO and responded to employee inquiries regarding payroll and timekeeping. Managed purchasing and warehousing, sourced new vendors, maintained accurate usage and stock records, scheduled deliveries, and conducted inventories. Demonstrated a strong ability to handle multiple facets of business management.

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## EDUCATION

**Associate degree**, Secretarial Sciences & Office Administration, Richmond P Hopson State Technical College

**Certificate program**, HR Management, University of Phoenix, 2009

Individual studies have included project management, accounting, basic programming, advanced Excel, Microsoft Access

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## SKILLS

Project management  
Communication  
Organization

Problem-solving  
Management  
QuickBooks

Microsoft Office  
Multiple payroll softwares  
MS Publisher, Project, Visio