

Laken Mitchell

Marble Falls, TX | 409.790.2678 | laken.renee@hotmail.com

Professional Summary

Results-driven Accountant with a proven track record in payroll administration, HR support, and financial management. Skilled in maintaining accurate financial records, reconciling accounts, and managing accounts payable/receivable functions. Proficient in payroll processing, benefits coordination, and compliance with labor regulations. Known for attention to detail, strong communication skills, and ability to generate reports for informed decision-making.

Experience

Direct Surfaces | Accountant | Aug 2022 – Present

- Maintained detailed records of all financial transactions including journal entries and account reconciliations.
- Processed bi-weekly payroll and assisted with employee HR inquiries regarding pay, time-off, and benefits.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Generated periodic reports such as balance sheets, income statements, and cash flow statements.
- Performed reconciliations between bank accounts and internal ledgers.

American Rare Coin and Bullion | Accountant | Apr 2018 – May 2022

- Performed reconciliations between bank accounts and internal ledgers.
- Administered payroll, including bonuses, overtime, and garnishments.
- Onboarded new employees and maintained confidential personnel and payroll records.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Tracked inventory levels and prepared product cost analyses for decision-making purposes.

Education

Bachelor of Arts (B.A.) in Accounting

Expected graduation May 2027

Southern New Hampshire University, Manchester, NH

Skills & Abilities

- Accounts payable and receivable
- Payroll processing & compliance
- HR support & employee relations
- Benefits coordination & timekeeping systems
- Accounting and bookkeeping
- Attention to detail
- Invoice balancing
- Customer relations