

Allyson Zajac

15581 125th Ave NE
Foley, MN 56329
(320)250-0371
aabg04@gmail.com

Articulate accounting specialist with excellent verbal and written skills. Creative and punctual individual, adept at leading by example, marshaling resources and creating a professional atmosphere to accomplish objectives for process improvement and cost saving measures. Offers unparalleled initiative, resourcefulness, consistency, and diligence in achieving objectives and both short and long-term goals.

Experience

Paraprofessional (April 2014 -Present)

Schlenner Wenner & Co (PO Box 1496, St. Cloud, MN 56301)

- Processed payroll weekly, accounts payable, accounts receivable and deposits on a daily basis
- Prepared bank statements, sales tax, MN Care tax and other bookkeeping tasks for clients on a daily basis
- Processed quarterly reports, W-2's, and some yearend financials for clients
- Reconciled multiple Credit Card Statements on a monthly basis
- Assisted clients with questions and concerns with accounting questions
- Assisted clients with weekly, monthly, and quarterly payroll deposits and made certain that all documents were submitted properly, so payment would be received in a timely manner.
- Executed necessary tax preparation for clients
- Reconciled bank accounts through QuickBooks on a monthly basis for clients
- Prepare and train clients in QuickBooks accounting software
- Utilized QuickBooks, Creative Accounting Solutions, Go File Room, and Microsoft office on a daily basis

Office Assistant (October 2013 -April 2014)

Restore 24 LLC (1745 Quebecor Rd, St. Cloud MN 56304)

- Processed payroll weekly, accounts payable, accounts receivable and deposits on a daily basis
- Reconciled multiple Credit Card Statements on a monthly basis
- Managed 3 Employees and processed new employee paperwork as well as standard human resources duties
- Assisted homeowners with mortgage and insurance claims paperwork to make certain that all documents were submitted properly, so payment would be released in a timely manner, and to alleviate unwanted stress on the homeowner
- Communicated on a weekly basis with insurance adjusters and mortgage companies to ensure that our clients were being well treated, and that payment would be issued to the proper account.
- Executed the daily scheduling for carpet cleanings, estimates, and weekly staff meetings
- Performed day-to-day clerical duties such as answering multi line phones, filing, faxing, copying and typing up estimates (80 WPM).

Office Manager (September 2009 -August 2011)

Restoration Professionals (3900 Roosevelt Rd Ste 111, St Cloud MN 56301)

- Administered daily accounting tasks; accounts receivable, accounts payable, deposits
- Distributed funds from petty cash as well as reconciling petty cash account on a daily basis
- Processed weekly payroll for 10 employees, and reconciled credit cards statements monthly
- Managed the cleaning and restoration schedule for 10 employees and completed standard new hire employee paperwork and assisted new employees with human resource issues
- Assisted homeowners with mortgage and insurance claims paperwork to make certain that all documents were submitted properly, so payment would be released in a timely manner, and to alleviate unwanted stress on the homeowner

- Communicated on a weekly basis with insurance adjusters and mortgage companies to ensure that our clients were being well treated, and that payment would be issued to the proper account.
- Processed the scheduling for daily carpet cleanings, weekly cleaning estimates and weekly staff meetings
- Executed clerical duties such as answering multi line phones, filing, faxing, copying and typing up estimates.

Administrative/Project Management Assistant (April 2007 –May 2009)

K. Johnson Construction, Inc. (6870 Hwy 10 NW, Sauk Rapids MN 56379)

- Processed payroll weekly, accounts payable, and accounts receivable daily
- Entered new Job estimates into Master Builder
- Processed and executed contracts with clients, vendors and subcontractors.
- Completed change orders from clients and subcontractors as well as purchase orders from vendors
- Administered pay applications and lien waivers to clients when jobs were complete
- Assisted new and current employees with new hire paperwork, payroll issues and scheduling conflicts
- Designed, developed and distributed marketing materials including flyers, postcards and company newsletters
- Executed receptionist and clerical duties such as filing, answering phones, scheduling meetings with clients, and additional administrative tasks as needed

Accounts Payable Assistant (September 2006 –February 2007)

Grand Casino Mille Lacs (777 Grand Ave, Onamia MN 56359)

- Processed and paid vendor invoices on a daily basis
- Researched and resolved unpaid accounts payable and problem invoices to clear balances on accounts
- Acted as primary vendor contact in resolving problems and discrepancies with invoices and accounts
- Audited end-of-month financial statements for multiple departments and reconcile inconsistencies
- Entered and maintained end of the month financial data into Excel worksheets
- Worked with other office personnel and managers to ensure accounting tasks were accurate and consistent

Education

Pierz Healy High School

Diploma (May 2003)

Rasmussen College

Associates Degree in Financial Accounting (September 2006)

Associates Degree in Business Management (December 2006)

Skills

- Fluent with Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Well trained in the use of various accounting software's such as; Master Builder, QuickBooks, Andar, DataPro, CSA
- Ability to type 80 WPM
- Excels in organizational planning. Delivers excellence in providing assistance, administration, customer service, sales as well as client relations.
- Results-oriented, able to balance multiple responsibilities, consistently delivering results on time.
- Able to work collaboratively with others, gather information, solicit feedback, and implement appropriate course of action to ensure best outcomes.
- Natural communicator with strong motivational skills and the ability to support operational goals and meet objective

Accomplishments

- ▶ Dean's list for 3 quarters of College
- ▶ A & B Honor Roll in High School
- ▶ Working with Children with Special Needs

References available upon request