

Bonnie J. Davis

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Summary: Varied financial and business experience in Accounting, Auditing, Collections, Payroll, Human Resources and Benefit Administration, with the following computer software applications:

Access, ADP, Benetrak, CashPro Online, Equity Edge, Excel, Fund-AI, Kronos, Outlook, Microsoft Word, Netscape, Oracle, PeopleSoft, PowerPoint, QuickBooks, Ultipro, Visio

Experience: Intermittent Contract positions:

Bookkeeper – Accountemps – Franklin County Housing Authority- Turners Falls 12/16 to 1/17
Coded and processed invoices for multiple housing entities, Ran cash disbursement reports.

Applied payments to correct accounts, processed checks for deposits to multiple bank accounts.

Human Resources Generalist- Complete Staffing Sol.- Setra – Boxborough, MA 5/16 to 9/16
Set up new hires in ADP Payforce, made status changes, set up orientation packets, Assisted with Wellness Program and events, made & issued badges, Managed visitors logs, check deposits, Proof read and sent out org announcements, Assisted with recruiting, Ad hoc reporting.

Benefits Representative - CF Staffing - Sungro Horticulture, Agawam, MA 7/13 to 8/13
Audited I-9 files, Documented open enrollment and status changes on Excel S/H, Misc payroll projects.

Human Resources Benefit Rep.– AP Healthcare – UMass, Worcester, MA 5/13 to 7/13
Tracked and resolved problems via call tracking system, set up orientation and term packets.

Auditor - Benetemps - Wellesley College, Wellesley, MA 9/12 to 10/12
Audited personnel files for defined benefit pension plans

Payroll /Accounting Assistant –Account Temps, Sterling Auto Body, Natick 8/12 to 9/12
Processed multi-state payroll, reviewed and corrected timesheets, set up deductions, garnishments.

FMLA Billing Specialist - Fresenius Medical Care N.A., Waltham, MA 1/11 to 5/11
Generated bi-weekly billings. Posted cash receipts, Set up payment plans, Resolved problems via Call Tracking system and collection procedures. Updated Access database.

HR Assistant - Select Staff Solutions, KARL STORZ Endovision, Charlton, MA 5/10 to 10/10
Updated HRIS and Timekeeping System. Processed new hires, terminations, promotions and payroll changes. Proof read and posted new job openings. Processed FMLA leaves, STD, LTD, tuition reimbursements, and employment verifications. Reception. Assisted with Wellness Programs and Company wide events.

Recruiting Assistant - Spherion - Affiliated Computer Services, El Paso 11/09 to 12/09
Scheduled interviews, Facilitated processing of on-line applications and new hire on-boarding.

Payroll/Human Resources Manager

Mariner Health Care, 44610 Monterey Ave, Palm Desert, CA 10/03 - 10/05
Processed Payroll utilizing Kronos and PeopleSoft. Updated HRIS system with new hires, promotions, terminations, and status changes. Set up wage assignments and garnishments. Processed LOA's, workers compensation, and FMLA claims. Managed all OSHA reporting. Acted as liaison with corporate and third party administrators resolving discrepancies. Handled unemployment claims, hearings, background screenings, **ran head count and census reports, budget analysis.**

Annual Giving Administrative Assistant

Assumption College, 500 Salisbury Street, Worcester, MA 8/01 - 3/03
Administrative support to Fund-Raising Staff including: coding and processing phonathon pledge cards, payments, budget entries, performing mail merges, and participating in the planning of events such as Class Reunions and the Presidents Council Dinner.

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Experience: *Human Resources Assistant - Contract Assignment*

Worcester Polytechnic Institute, 100 Institute Rd., Worcester, MA 6/00 -11/00
Benefit administration included processing all health, dental, life insurance, short and long term disability, worker's compensation and COBRA paperwork, including open enrollment changes. Handled tuition reimbursement requests. Served as a liaison between participants and insurance representatives to assist with problem resolution. Scanned and tracked resumes, Sent out acknowledgement letters and routed resumes to appropriate faculty and staff members.

Office Specialist - Contract Assignment

Palomar Community College, 1140 W Mission, San Marcos, CA 3/99 - 6/99
Provided information and support to administrators, faculty, staff & students. Handled new employee orientations, enrollments and change forms. Updated and maintained personnel, certification, termination and database files. Assisted with position announcements, applications, and benefit documentation. Participated in Staff Development Day organization and evaluation. Assisted with recruitment and interview process. Verified wages and employment status.

Human Resources Assistant - Contract Assignment

Metz Personnel, 12 South St., Westborough, MA 01581
Staples Corp. Headquarters, Framingham, MA 10/98 - 12/98
Responded to inquiries and requests from employees on the corporate benefit help line. Assisted employees with selection of health and welfare benefits utilizing PeopleSoft. Processed new hire paperwork and participated in open enrollment procedures. Processed leave of absence requests, and sent approval and/or denial letters. Resolved problems and claim discrepancies.

Human Resources Support Specialist - Contract Assignment

Lucent Technologies, 300 Baker Ave., Concord, MA 3/98 - 9/98
Provided administrative support to Human Resource Managers. Prepared and posted new job requisitions. Updated employee and contractor census & salary schedules. Verified employment and processed wage & income verification forms. Processed new hire & termination paper work. Provided new hire benefit packages. Reconciled annual insurance company audit reports. Tracked and logged resumes, routed to appropriate recruiters. Processed Cobra letters and payments.

Payroll Coordinator/Accounts Receivable Specialist

Nurses House Call, Westborough, MA 01581 1992 - 1998
Resolved complex billing discrepancies, handled adjustments, verified insurance coverage and posted cash receipts on AS 400 System. Interacted with insurance providers and subsidiary branches in regards to Accounts Receivable and collection work. Payroll functions included computations of FICA, FIT, state and federal tax deductions. **Generated payroll journals, deductions and month end reports.** Updated month-end salary spreadsheets on Lotus.

Payroll / Accounting Assistant

Plumb House, Inc. Westborough, MA 01581 1988 - 1992
Administration and processing of all in-house payroll for salaried and hourly employees including bonus checks. Handled unemployment and workman's compensation claims. Processed state and federal tax deposits. Set up and maintained payroll files. Journalized entries utilizing Timberline Software. Generated payroll reports, purchase journals, check registers, cash analysis', and month end reports. Assisted employees with insurance, direct deposit and benefit questions.

Education: Assumption College, 500 Salisbury St., Worcester, MA 01615 1995-1998
Bachelor of Science Degree with a Certificate in Human Resources
Newbury College, Boston, MA
Associates Degree in Business Management **Honors: Cum Laude**