

Elexus Parmiter

Arvada, CO 80003

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I have built my career in Accounting. I've done everything from AR, AP, Billing, Payroll, Credit/Bank Reconciliations, to being an assistant, to working with higher managements. I have worked with many CRM's such as QuickBooks, Microsoft Dynamics, CCC1, Mitchell, and many more. I have a lot of different payroll CRM's I've worked with. I have experience with Receptionist job duties such as answering phones and emails to dealing with Insurance claims to handling customer service. I have Administrative Assistant experience as Well as working close to many Controllers and CEO's. I am well driven and very responsible with a lot of knowledge. I know that this is a lot of rambling, but bottom line is, I would love to excel with learning new things. I think of it like this, if I'm not learning something new everyday, than my education has ended with the knowledge I already have.. and that to me, is boring! I want to build a career and be successful with a company that I love waking up to! I have not found my forever job yet and I am hoping to find it very quickly as I have many goals I want to achieve in my life! If you are looking for a long term, dedicated, intelligent woman who is willing to learn and take as much in as possible, than please reach out to me. I would love to show my experience and knowledge as well as take in yours!

Willing to relocate: Anywhere

Work Experience

Administrative Assistant

Powell Restoration - Commerce City, CO

June 2023 to September 2023

I will list out what I do on a weekly basis:)

- Emails (Print AP Invoices to hand out for coding and approval to 3 different divisions. After approval and coding, I than enter the invoices into QB's later in the week.) Than I print out statements and organize them in A- Z order so I can pull invoices later in the week.
- Enter payroll for employees weekly
- Enter Certify Payroll into LCP weekly
- Get any onboarding done throughout the week. Make sure W-4, I9 are filled out correctly and scanned and filled. Scan employee ID's, enter employee info into QB's, B2W for each divisions.
- Answer calls
- Credit card Reconciliations as well as organize receipts with correct credit cards so I can enter them in QB.
- Vehicle Registration and title paperwork scanned and filed as well as entered into excel sheet.
- Etc.

Accountant/Payroll/Full charge Bookkeeper

LuvBuds, LLC - Denver, CO

April 2022 to February 2023

I'm in charge of Accounts Payable which entitles me paying invoices for vendors as well as utility bills. I make sure all invoices match prices before submitting payments. My week consists of reconciling bank accounts and keeping track of incoming and outgoing payments as well as helping out with AR and Billing. I have many projects I work on and make sure they get done before the end of the month. I currently work with Dynamics, Quickbooks, authorize.net, etc. I manage payroll through paychecks. I work very closely to the controller of the company and assist with his needs. I also convert orders for the owner of the company, taking orders from Leaf link and Leaf trade and convert them over to BigCommerce. I assist and help sales reps and train them in dynamics. I answer phones and type/reply to emails. I help vendors with their payments towards their orders and post towards their account. I also code every invoice journal. I keep up with General ledgering for Amex. Etc

Office Manager

United Hail Pros

November 2021 to March 2022

I manage the office. I do some accounting as well as deal with insurance with customers claims. I answer phones as well as schedule and intake vehicles. Input data in the CRM

Scheduler

Inspections Over Coffee - Boulder, CO

August 2019 to November 2021

I schedule Inspectors to go do Inspections for Realtors and home buyers. I talk to Realtors everyday and also customers. I reply to emails and answer phones on a daily basis. I work closely to the owner of the company helping him with his needs.

RECEPTIONIST, 360

360 Degrees of Perfection - Arvada, CO

January 2017 to August 2019

My daily routine consists of managing Insurance, scheduling customers for estimates. Answering phone calls answering questions as well as setting up rentals etc. Working on supplements. Prepping payroll to be approved, as well as writing checks to vendors and employees. Assisting with estimates. And Replying to emails.

Education

DIPLOMA

STANDLEY LAKE HIGH SCHOOL

2013

Skills

- Answering (6 years)
- customer service. (6 years)
- RECEPTIONIST (6 years)
- RETAIL SALES (4 years)
- scheduling (6 years)
- Typing (6 years)

- Insurance Verification (4 years)
- Medical Office Experience (Less than 1 year)
- Medical Scheduling (Less than 1 year)
- Medical Records (Less than 1 year)
- Data Entry (5 years)
- Microsoft Word (4 years)
- Computer Operation (4 years)
- Schedule management (6 years)
- Office Management (4 years)
- Accounts Payable (2 years)
- Accounts Receivable (1 year)
- Accounting (4 years)
- CRM Software (6 years)
- Account Reconciliation (3 years)
- Balance Sheet Reconciliation (1 year)
- Microsoft Outlook (5 years)
- General Ledger Accounting (2 years)
- Microsoft Dynamics 365 (1 year)
- Microsoft Dynamics GP (1 year)
- Financial Statement Preparation
- Tax Experience
- Journal Entries (5 years)
- Payroll (3 years)
- Financial Analysis
- Pricing
- Bank Reconciliation (1 year)
- QuickBooks (5 years)
- Social media management
- Leadership
- Hospitality
- Cost accounting
- Medical records

Certifications and Licenses

Driver's License

April 2019 to April 2025

Certified Notary Public

CPA

Enrolled Agent

Certified Bookkeeper

Fundamental Payroll Certification

Certified Payroll Professional

Additional Information

SKILLS

- 45WPM
- Insurance
- CUSTOMER SERVICE
- Scheduling
- ANSWERING PHONES
- AP
- AR
- Payroll
- Dynamics
- Quick books
- Big commerce
- Nextgen
- Sage
- CCC1
- Authorize.net
- Excel spreadsheet
- Coding
- Leaf Link
- Leaf Trade
- Mitchell
- Google spread sheets
- Monday.com
- Microsoft etc