

Erika Nolan

Naples, FL 34109

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Work Experience

Assistant Controller

Professional Experience: Stonebridge Country Club - Naples, FL

July 2018 to Present

- # Process End of Day for all departments
- # Applies member payment to accounts and generate member monthly statements
- # Resolves member billing inquiries
- # Manages accounts payable process within automated systems, Beanworks
- # Performs weekly payments to vendors
- # Administers processing of new hires including drug testing, background checks and new hire orientation
- # Process payroll and manages employee benefits, including open enrollment process
- # Prepares estoppels for new home closings within the community

Executive Administrative Assistant/Human Resource Assistant

Stonebridge Country Club - Naples, FL

December 2007 to July 2018

- # Assisted in developing and implementing an extensive rental program
- # Oriented new members to the club, including the processing of all paperwork
- # Planned, directed, coordinated, and promoted club social activities
- # Coordinated with food and beverage department reservations for all events and served as point of contact for all special events
- # Maintained the community website
- # Developed social calendar, membership rosters and community newsletter
- # Orchestrated Architectural Review and Community Standards committees communications to members within the community
- # Attended Board and committee meetings and prepared meeting minutes
- # Assisted General Manager, Board of Directors, 14 standing and ad hoc committees

Professional Affiliations: Hospitality Financial Technology Professionals (HFTP): Florida Gulf Coast Chapter

Education

High school diploma

Simon Kenton High School

Skills

- Word
- Excel
- PowerPoint
- Jonas
- Jonas Encore
- Northstar
- Club Broad Band
- MembersFirst
- Beanworks
- Paylocity
- Journal Entries
- Accounts Payable
- General Ledger Accounting
- Account Reconciliation
- Human Resources