

**Kathy Huffman
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Objective: To find and obtain a position with a company utilizing my skills and experience

Education:

Skyview High School
Diploma-1988-1992

Community College of Denver
Certificate-Bookkeeping 1992-1994

Work History:

OneTouchPoint 2014-Present
Accounts Payable Specialist & Human Resource Administrator

- Invoicing
- Matching PO's to invoices
- Reconcile statements
- Entering over 100 invoices a week
- Correcting problems with PO's that do not match up with invoices
- ADP payroll for over 100 employees
- New Hire Orientation
- Benefits Coordinator
- Recruiting

Freight All Kinds 2013-2014

Accounting

- Invoicing
- Comdata
- BOL
- ComChecks
- Credit Checks
- Setting up new Customers

True Value Company 2006-2013

Human Resource & Payroll

- Osha reports
- New hire orientation
- **Kronos payroll system**
- Ulti HR software
- FMLA, Workers Compensation
- Tracking Vacation and Personal time
- Accounts Receivable

- Expense checks
- Benefits
- **JD Edwards**

Denver Aquarium 2002-2006

Human Resources

- New hire Orientation

White Trucking 2000-2003

Payroll

- Process payroll for multiple states
- Fuel tax, state tax
- Submit payroll reports
- Expense reports.
- Track PTO Workers Comp, FMLA,STD

References available upon request