

Kay Anderson

Greeley, CO 80634

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(970) 581-5966

- * Self-directed and energetic, with a drive to excel. Strong organizational skills.
- * Able to learn new skills quickly. Effectively handle multiple tasks.
- * Ability to work independently, as well as, motivate and contribute in a team environment.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Driver Payroll Specialist/Receiving Assistant

McLane - Longmont, CO

July 2019 to Present

Payroll and administrative support. Schedule deliveries, address emails regarding receiving issues, calculate averages, answer phone calls regarding receiving issues, sign for deliveries,

Cashier/Sales Associate

Goodwill Industries - Greeley, CO

August 2019 to October 2019

Operated cash register, helped customers with purchases, stocked inventory, processed donations

Member Services Representative

TTEC - Greeley, CO

March 2018 to July 2019

Assist members with their banking needs in a call center setting

Writer

Textbroker

January 2017 to March 2018

Write content articles for clients

Data Entry Clerk

Canyon Bake House

2015 to 2015

- * Processed and entered training data into ADP system
- * Audited training records

Finance Assistant (Accounting Technician III)

The University of Colorado

2008 to 2012

- * Developed and documented work procedures for accounting processes; trained staff how to follow new procedures and university policies
- * Oversaw budgets for grants, contracts and sponsored projects; implemented cost control, ensured compliance with directives, monitored cost activity

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- * Managed purchasing process; authorized purchases, created purchase orders, matched purchases with receiving reports, invoices and billing statements, approved payment of purchases, ensured completion of 1099 process for contract vendors, vendor relations
- * Performed payroll process, provided guidance and assistance to staff in regards to human resource issues, policies and procedures, completed I-9 and W4 processes for new hires, supervised and audited position offer letters and employment contracts, conducted payroll audits, certified personnel and payroll liaison
- * Managed expenditures and cash deposits; reconciled credit card expenses, collected event funds, journal entries, travel expense reports
- * Responsible for tuition remission process, data entry of student information into database, generated reports, assisted students with tuition remission accounts
- * Provided customer service; backup for receptionist, operated multi-line telephone, scheduled conference rooms

Accounting Clerk

Agtax, Inc
1989 to 2006

- * Engaged in financial analysis; reconciled monthly expenditures with bank statements, prepared and executed financial reports
- * Processed monthly payroll for clients, advised clients of payroll tax deposits
- * Consistently delivered excellent customer service to clients and visitors; greeting them when they arrived at the office, phoned them regarding any issues that needed to be resolved
- * Provided administrative support, compiled reports, assisted with active projects, prepared correspondence, maintained records, reviewed and routed mail, document scanning and photocopying

Purchasing Clerk

Platte River Power Authority
1986 to 1989

- * Created and processed purchase orders from requisitions, collaborated with vendors, reconciled purchase orders with invoices
- * Maintained purchasing files, provided clerical and administrative support, assisted with reception of visitors and routed calls to executive and staff members

Office Manager

Yarn Tree
1985 to 1986

- * Responsible for reconciling cash drawer, bank deposits
- * Processed purchase orders, paid invoices/billing statements
- * Generated invoices, collected payment for sales orders
- * Data entry - purchase orders, invoices, newsletters, customer database, journal entries
- * Received merchandise orders, managed inventory
- * Operated cash register, assisted with sales

Education

B.S. in Business Administration

Colorado State University

A.A.S. in Accounting

Front Range Community College

Certificate

Temple College

Skills

- administrative support (10+ years)
- customer service (10+ years)
- payroll (10+ years)
- receptionist (10+ years)
- RETAIL SALES (2 years)
- Call Center (1 year)
- Human Resources (4 years)
- Administrative Assistant
- Accounts Payable
- MS Office
- Microsoft Excel
- Microsoft Office
- Outlook
- Word
- Accounting
- Sales
- English
- Cashiering

Additional Information

SKILLS

Accounts Payable Accounts Receivable MS Excel

Payroll Purchasing MS Word

Human Resources Records Management Administrative Support

Staff Management Finance Management Customer Service