

Maria Marizan

Broomfield, CO 80020

mariamarizan8_p97@indeedemail.com

+17206266679

Skilled professional with over 10 years of proven experience in administration, human resources, and accounting. Interface with customers, vendors, internal departments, and employees. A results-orientated individual, self-development has been a continuous trend in my career together with consistent determination and enthusiasm. Experience and strength in working in driven environments with the ability to multi-task and achieve deadlines. Curious minded with a willingness to always learn and succeed.

Authorized to work in the US for any employer

Work Experience

Accounting Technician - Accounts Payable

The City of Commerce City - Commerce City, CO

July 2023 to November 2023

- Weekly accounts payable (reviewing/approving invoices and weekly check/ACH/EFT run).
- Pcard administration - bi-weekly import/reconciliation of p-card transactions, setting up new/cancelling p-cards, following up on fraud reports.
- Bank deposits.
- Community Development revenue receipts - reconciliations and journal entries.

Accounts Payable Specialist; Payroll Specialist

Several Staffing Agencies - Westchester County, NY

January 2019 to October 2022

- Processing of all accounts payable, which includes: reviewing invoices, entering new vendor information, gaining approval, coding and entering invoices into AP system.
- Organizing and matching bills for payment.
- Processing and preparing checks for VP signature.
- Invoice discrepancy resolution.
- Ensuring vendors are paid within terms.
- Collecting W9 information.
- Preparing 1099 forms for vendors.
- Preparing monthly reports including but not limited to aged payables and check registers.

Payroll:

- Collects and processes payroll timesheets, inputs data into payroll system and maintains Payroll/HR files.
- Record hours worked, wage amounts and other data about each employee into a computerized payroll accounting system each week. Evaluate the accuracy of timesheets submitted by each company department every week and contact supervisors or individual employees when there is a discrepancy.
- Process new hires, garnishments, terminations, and assists with payroll tax notices. Enter information into the payroll system about employee taxes, exemptions, transfers, firings, and resignations as details change.

- Track employee absences through the payroll software and record details about personal days, sick leave, jury duty, and extended leaves of absence.
- Responds to management team and employee inquiries regarding payroll. Researches and resolves discrepancies.
- Ensure accurate entry of employee salaries, reported hours, bonuses, severance pay, deductions and withholding for 401(k), garnishment requests, county, state and federal taxes and benefits.
- Provide customer support to employee inquiries which includes researching calls/inquiries from management and employees pertaining to their pay and provide timely response.
- Review Employee Benefit billing to align with Employees selections.
- Respond to unemployment claims and wage verifications. Run payroll reports as needed.

Accounts Payable Specialist (Temp)

Four Peaks Brewing Company, (Via Aerotek/Aston Carter Staffing Agency), - Tempe, AZ
August 2018 to December 2018

- Post operating expense invoices and inventory invoices and review for accuracy, validate three-way match and updates payment status in, and inventory payments.
- Assists with opening all invoices from mail, date, stamp, and code invoices with proper G/L code, date of invoice, invoice number, and vendor number.
- Enter invoices into accounting system (OBeer/Orchestrated).
- Extract aging report in excel and obtain electronic invoice approval from department heads to process invoices for payment.
- Print checks weekly, place checks in envelopes and mail.
- New vendor setup, process credit applications.
- Scan and file all paid invoices in vendor files.
- Support the A/P Senior Accountant and Controller in various tasks as assigned.
- Maintain vendor relationships

Administrative Office Manager

Mile Square Transportation Inc. - Yonkers, NY
October 2006 to August 2018

Human Resources:

- Overall, supports the execution of Human Resource practices, programs, procedures, processes, and objectives. Responsible for maintaining all employees record keeping and paperwork in addition to supporting employee recruitment, on-boarding, and off boarding.
- Maintains all employee and human resources records to include employment files, I- 9 documents, employment status changes, personnel files, applications, resumes, and applicant logs.
- Maintains required records for the recruiting and hiring process.
- Administers pre-employment tests, conducts reference checks, and facilitates new employee orientation.
- Assists in the editing of policies, procedures, job descriptions, and employee handbook.
- Supports positive employee relations by promptly responding to calls from employees, answering questions, and escalating issues/concerns to the General Manager.
- Conducts exit interviews and escalates concerns to the General Manager.
- Maintains appropriate paperwork regarding Worker Compensation Claims, Leaves of Absence, (including FMLA), off-boarding, and unemployment claims.
- Maintains organization charts and employee directory.

- Maintains HR information system records and compiles ad-hoc and standard reports from the database as needed.
- Supports the adherence and compliance with all federal, state, and local employment laws.
- Sets up and schedules meetings, interviews, HR events, training sessions and seminars.

Payroll:

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Finance & Administration:

- Processing of Accounts Payable, coding, posting, and processing payments of expenses invoices, auto insurance, health insurance, general liability insurance, and auto leases invoices into the accounting software (Peachtree/Sage 100). Processing and printing payments/checks on weekly and monthly bases.
- Control, processing and submission of petty cash, corporate Credit & P-cards through Concur software.
- Processing of Accounts Receivable, daily-weekly-monthly billing, invoices; bank deposits, aging reports, posting payments into accounting software (Peachtree/Sage). Prepare and complete billing of all Home-to-School and Charter invoices.
- Assistance with preparation of contract Bids and RFP's (Request for Proposals) new business process.
- Maintains daily receipts logs to record contract and charter payments received. Follow up and resolve all accounts receivable in delinquency.
- Maintains accurate logs of all Contract HTS (Home to School) /Charter revenues, expenses and provides a listing of each to the Contract Manager at the end of each month.
- Maintains contract's files and records. Prepares contract correspondence, manager reports, and schedules.
- Administration, processing, and control of fleet of vehicles; new registrations, registration renewals, auto insurance, titles, E-Z Pass. Request, processing, and control of customers' Certificates of Liability Insurance.
- Respond to calls following proper telephone etiquette and taking detailed messages when appropriate. Ensure that messages are relayed promptly to the intended person. Receive, review, and respond to emails. Receive and distribute mail. Create and maintain departmental filing system.

Education

Bachelor's degree in Business Management - Accounting

DeVry University - Remote

October 2020 to Present

A.S. in Accounting

Universidad Catolica Santo Domingo - Santo Domingo

August 2003

High school diploma

Instituto San Juan Bautista - Santo Domingo

September 1994 to June 1997

Skills

- Accounting and Expense Software: QuickBooks; Peachtree (Sage 100); Concur (Expense Report, P-Card/Corporate Credit Card/Petty Cash); OBeer-Orchestrated.
- Human Resources & Payroll Software: ADP Work Force Now; Kronos; PBI Payroll; Paycom; Ceridian.
- Spanish: Speak and write fluently.
- Microsoft Windows Office (Excel, Word, Outlook, Power Point).
- Benefits Administration
- Office Management
- Journal Entries
- Microsoft Office
- Leadership
- Pivot tables
- Analysis skills
- Kronos
- Microsoft Excel
- Bilingual
- Microsoft Outlook
- Computer skills
- Word processing
- Communication skills
- Time management
- Accounts Payable
- Bank Reconciliation
- Event Planning
- Accounts Receivable
- Customer service
- ADP
- Microsoft Powerpoint

- Administrative experience
- Bookkeeping
- Data collection
- Account Reconciliation
- Accounting Software
- Documentation review
- Personal assistant experience
- NetSuite
- QuickBooks
- Microsoft Word
- HRIS
- Payroll
- Sage
- Purchasing
- General Ledger Accounting
- General Ledger Reconciliation

Languages

- Spanish - Expert
- English - Fluent

Certifications and Licenses

● **New York State Notary Public**

August 2011 to August 2023

Assessments

Work style: Professionalism — Proficient

February 2023

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

HR: Compensation & benefits — Proficient

July 2021

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

Attention to detail — Proficient

June 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Bookkeeping — Completed

June 2023

Calculating and determining the accuracy of financial data

Full results: [Completed](#)

Work style: Conscientiousness — Proficient

June 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Recruiting — Proficient

February 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Attention to detail — Proficient

October 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Principles of accounting — Completed

June 2023

Preparing financial records according to federal policies

Full results: [Completed](#)

Recruiting — Proficient

June 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Customer focus & orientation — Proficient

August 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Recruiting — Proficient

July 2021

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

May 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

October 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Proficient

September 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

December 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Managing accounts in QuickBooks — Proficient

February 2022

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

Customer service — Completed

August 2022

Identifying and resolving common customer issues

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

TRAININGS & SEMINARS

- Successful Meeting Management for Managers & Business Owners. S/P2-Devry University
- Creating a Customer-Centered Culture. S/P2-Devry University
- Developing Effective Communication Skills. S/P2-Devry University
- Time for a Team Huddle! Running Successful Team Meetings. S/P2-Devry University
- Telephone Skills for Today's Professional World. S/P2-Devry University
- Be a Pro! Skills for Professional Success. S/P2-Devry University
- How to Interview with the Big Four-Deloitte Series-Part I. DeVry University-ima
- The Essentials of Human Resources Law-Update. Fred Pryor Seminars
- Wages and Hours Basics. Fred Pryor Seminars
- Payroll Law. Fred Pryor Seminars
- Human Resources for Anyone with Newly Assigned HR Responsibilities. Fred Pryor Seminars
- Supervision, Customer Services & Conflict Resolutions. Xolusat
- Human Resources Journey-INCA. Integral Business Solutions
- Workshop Beyond Secretarial Functions. Intercontinental Group