

Sandra K. Macias

125 North Denver Avenue Johnstown, Colorado 80534 970-227-4583 macias392@yahoo.com

Bookkeeper/Office Clerical

15+ years of Bookkeeper/Office Clerical experience in a Wholesale Rock Quarry and Landscaping industry; Recognized by management for building financial record keeping from the ground floor up in a 2.5 million dollar annual business practice; Known for giving outstanding customer service to outside building projects, rock yards, homeowners, and construction companies; Trained up to 17 employees in MSHA (OSHA) safety standards with 100% accident free company; Cross-trained in:

~ QuickBooks ~ Zero ~ Accounts Payable/Receivable ~ Invoices ~ Payroll/Timesheets ~ Bank Reconciliations ~ Documentation ~ Filing ~ Bank Deposits ~ Collections ~ Sales ~ Shipping/Receiving ~ Training ~ Supervision ~ Estimates ~ Interviewing ~ Hiring/Firing ~ Purchasing ~

Professional Experience

Bookkeeping

- Processed and issued employee paychecks and statements of earnings and deductions.
- Computed wages and deductions, and entered data into computers.
- Reviewed time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Processed paperwork for new employees and enter employee information into the payroll system.
- Verified attendance, hours worked, and pay adjustments, and post information onto designated records.
- Recorded employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Issued and recorded adjustments to pay related to previous errors or retroactive increases.
- Kept track of leave time, such as vacation, personal, and sick leave, for employees.
- Provided information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Conducted verifications of employment.

Office Clerical

- Answered telephones, directed calls, and took messages
- Communicated with customers, employees, and other individuals to answer questions, disseminated or explained information, took orders, and addressed complaints.
- Opened, sorted, and routed incoming mail, answered correspondence
- Collected, counted, and disbursed money, do basic bookkeeping, and completed banking transactions

Work History

Bookkeeper/Office Staff, Escape Landscapes, Inc., Millikan, Colorado 04/15 – Present (Seasonal)

Bookkeeper/Office Manager, Carter Lake Enterprises, Loveland, Colorado 2007-2015

Education/Training

Company sponsored training in QuickBooks, Zero and MSHA

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