

Tonia Rogers

Nunn, CO 80648

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I am fortunate enough to work because I want to, not because I must.

This makes considering me unique and beneficial.

Authorized to work in the US for any employer

Work Experience

Office/Accounting Manager

Landmark Builders, Inc. - Evans, CO

July 2022 to Present

Accounts Payable, Accounts Receivable, Financial Statements, General Ledgers, Collections, Estimates, Invoicing, Employee Benefits - Tracking, Compliance, Yearly Reviews in Multiple States, New Hire Compliance in Multiple States, Employee - Compliance, Benefits, Reviews, Tracking in Multiple States, Payroll in Multiple States, Payroll Tax - Forms and Filing in Multiple States, Sales Tax - Forms and Filing - Monthly, Quarterly, Annually in Multiple States, Time Cards, Safety - OSHA, DOT, Fuel/Mileage Compliance, Logs, Reconciliations - Credit Cards, Bank Statements, Customer Service, Filing, Data Entry, Bank Deposits, Creating and Maintaining Various Reports, Travel Planning and Scheduling, Ordering Supplies, Multiple Phone Line System, Maintaining the Office and Operation of Office Equipment in a Professional Manor.

Office Manager

First Class Security Systems, LLC - Greeley, CO

June 2021 to April 2022

Accounts Payable, Accounts Receivables, Financial Statements, General Ledger, Collections, Estimates, Invoicing, Employee Benefits - 401K, Tracking, Compliance, Yearly Reviews, New Hire Compliance, Employee - Compliance, Benefits, Reviews, Tracking, Payroll, Payroll Tax Forms and Filing, Sales Tax Forms and Filing - Monthly, Quarterly, Annually, Time Cards, Fuel/Mileage Compliance, Logs, Reconciliations - Credit Cards, Bank Statements, Customer Service, Filing, Data Entry, Bank Deposits, Creating and Maintaining Various Reports, Multiple Phone Line System, Maintaining the Office and Operation of Office Equipment in a

Office Manager

E & T Electric, LLC - Greeley, CO

January 2020 to June 2021

Accounts Payable, Accounts Receivables, Financial Statements, General Ledger, Collections, Estimates, Invoicing, Employee Benefits - Tracking, Compliance, Yearly Reviews in Multiple States, New Hire Compliance in Multiple States, Employee - Compliance, Benefits, Reviews, Tracking in Multiple States, Payroll in Multiple States, Payroll Tax - Forms and Filing in Multiple States, Sales Tax - Forms and Filing - Monthly, Quarterly, Annually in Multiple States, Time Cards,

Safety - OSHA, DOT, Fuel/Mileage Compliance, Logs, Reconciliations - Credit Cards, Bank Statements, Customer Service, Filing, Data Entry, Bank Deposits, Creating and Maintaining Various Reports, Travel Planning and Scheduling, Ordering Supplies, Multiple Phone Line System, Maintaining the Office and Operation of Office Equipment in a Professional Manor.

Administrative Assistant

Frayer & Associates - Fort Collins, CO
October 2019 to January 2020

Financial Statements, General Ledger, Payroll, Payroll Taxes, Sales Tax Forms and Filing - Monthly, Quarterly, Annually, Reconciliations - Credit Cards, Bank Statements, Customer Service, Filing, Data Entry, Creating and Maintaining Various Reports, Multiple Phone Line System, Maintaining the Office and Operation of Office Equipment in a Professional Manor.

Office Manager

C & H Gravel Pit - Nunn, CO
October 2018 to June 2019

Weigh Incoming and Outgoing Trucks, Daily Scale Tickets, Accounts Payable, Accounts Receivables, Collections, Estimates, Invoicing, Safety - MSHA, OSHA, DOT, Fuel/Mileage Compliance and Logs, Customer Service, Filing, Data Entry, Creating and Maintaining Various Reports, Multiple Phone Line System, Maintaining the Office and Operation of Office Equipment in a Professional Manor.

Office/Accounting Manager

Front Door Direct - Fort Collins, CO
March 2008 to October 2018

Accounts Payable, Accounts Receivables, Financial Statements, General Ledger, Collections, Estimates, Invoicing, Employee Benefits - Tracking, Compliance, Yearly Reviews, New Hire Compliance, Employee - Compliance, Benefits, Reviews, Tracking, Sales Commissions, Payroll, Payroll Taxes, Sales Tax Firms and Filing - Monthly, Quarterly, Annually, Time Cards, Reconciliations - Credit Cards, Bank Statements, Customer Service, Filing, Data Entry, Bank Deposits, Creating and Maintaining Various Reports, Travel Planning and Scheduling, SEO, Websites, Pay Per Performance Call Tracking - Local and National, Proofing and Distributing 4 Local Phone Books a Year, Social Media Marketing, Distribution and Mailings of 4 Local Phone Books, Ordering Supplies, Multiple Phone Line System, Maintaining the Operation of the Office and Office Equipment in a Professional Manor.

Education

High School Diploma

Greeley West High School - Greeley, CO
August 1990 to May 1993

Skills

- Accounts Receivable Bookkeeping Office Management QuickBooks Microsoft Outlook Payroll Human Resources Accounting General Ledger Account Reconciliation
- Bank & Credit Card Journal Entries Data Entry Financial Statement Preparation Travel & Event Planning Skills, 5
- Years ~ Sage SAP Search Engine Optimization (SEO)
- Bank Reconciliation
- Accounts Payable
- Event planning
- Payroll
- Bookkeeping
- Schedule management
- Vendor management
- Human resources
- Supervising experience