

DONNA L. CAMMACK-MBA

PROFESSIONAL SUMMARY:

- Extensive experience in Payroll, Human Resources.
- Proven supervisory, personnel, and management skills and experienced, with increased levels of responsibility in training, leadership, and motivation.
- Demonstrates strong interpersonal communication, problem resolution and human relation skills.

Payroll Manager/ H/R Benefits

- Coordination of computerized accounting functions, including, A/P, A/R, collections, bank statements, all payroll functions. Performed general accounting duties
- Processing of union dues, 401k, employment verifications
- Responsible for census reporting, payroll general ledger accounts
- Responsible for H/R process, training and implementing new procedures, Worker Compensation, DOT, benefits
- Federal and State payroll audits.
- Responsible for upkeep and maintaining all payroll software applications throughout store locations
- Managing 57 store payroll clerks and 1 payroll assistant
- Budgeting
- General ledger reconciliation
- Sale & Use Tax
- Ensuring vendor payments are accurate and timely
- Check processing
- Responsible for aiding in helping H/R process, training and implementing new procedures

EDUCATION:

Masters of Business Administration Emphasis Human Resources

University of Phoenix-Lone Tree-CO-2009

Bachelor of Business Science Emphasis Management

University of Phoenix-Lone Tree-CO-2002

Memberships: American Payroll Associations-2006-Present

TECHNICAL SKILLS:

- Microsoft Windows applications
- Ten key by touch
- ADP applications, PayX, HRB, Ezlabor,
- Ceridian
- Enterprise
- People Soft
- Quick Books
- Deltek Vision
- Great Plains Dynamics accounting software