

MEGAN LINZER

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EXPERIENCE:

Bear Communications, LLC, Lawrence, Kansas

Payroll/Accounts Payable Manager, Dec 2020 to Current

- Process bi-weekly payroll for multiple markets
- Enter and process accounts payable transactions for multiple markets
- Records daily deposits/withdrawals
- Weekly collateral cash reporting
- Wire/ACH transactions
- Verify account receivable transactions
- Process weekly expense reports
- Create and generate payroll and AP reports
- Perform bank, credit, and benefits reconciliations
- Provide back up to the Corporate Controller

The University of Kansas, Lawrence, Kansas

GL Accountant, May 2019 to Dec 2020

- Reconciliations
 - General fee
 - Imprest
 - SOFAS
 - 220210
 - 497
- Process Wire Transfers
- Verify and process journals
- Transfer money to the State
- Journal Request Changes
- Download credit card statements and send to departments
- Verify monthly change funds

Zoltenko Farms, LLC, Courtland, Kansas

Office Assistant I, July 2018 to May 2019

- Generate and process invoices for customers in QuickBooks
- Provide weekly, bi-weekly, and monthly reports out of QuickBooks
- Create reports and tracking files in Excel for sales, supplies, and insurance enrollments
- Process purchasing requests and orders
- Serve as an HR Generalist for the office by conducting phone screening, interviews, and onboarding
- Proficient in QuickBooks and Excel

Melton Chevrolet, Belleville, Kansas

Office Manager, February 2018 – June 2018

- Process accounts payable and accounts receivable transactions
- Handle repair orders
- Manage sales tax transactions
- Create quarterly reports for sales
- Generate weekly GM reports
- Prepare daily deposits

Mount Joseph Senior Village, Concordia, Kansas

Director of Human Resources, August 2017 – December 2017

- Process accounts payable transactions
- Enter and verify payroll
- Complete the hiring and training process for new employees

BBR Investments, Newton, Kansas

Office Manager, August 2015 – August 2017

- Process accounts payable and accounts receivable transactions
- Prepare monthly and yearly budgets
- Enter and verify payroll for 11 stores
- HR – process new hire paperwork
- Verify deposits from all 11 stores

Starwood Hotels and Resorts, Wichita, Kansas

Luxury Associate, November 2013 – August 2015

- Account maintenance
- Customer service
- Reservations

EDUCATION:

Southern New Hampshire University

Associates in Science Business Administration, December 2018

SKILLS:

Bank Reconciliation and Financial Analysis

Payroll

Detail oriented

Ability to multitask efficiently and effectively

Conflict resolution with customers

Communicate with upper management regarding customer matters

Strong and helpful leader

Prioritize wisely with exceptional foresight

Cooperative team member

Handle demanding situations with integrity professionalism

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks