

# MELISSA L. WALKER

NEXT LEVEL NOW, INC. 16 PEASE BOULEVARD, PORTSMOUTH, NH 03801 (603) 433-4783 mwalker@nextlevelnow.net

## ■ SKILLS & SUMMARY

- ACCOUNTING PROCESSES
- PAYROLL PROCESSES
- BOOKKEEPING PROCESSES
- AP / AR PROCESSES
- OFFICE MANAGEMENT
- HR FUNCTIONS
- PROJECT MANAGEMENT
- RECORDS ORGANIZATION
- OPERATIONAL EXCELLENCE

*Efficient, hard-working, ambitious and technically skilled bookkeeper, accounts payable, payroll and HR specialist known for accuracy, attention to detail and timeliness in managing disbursement, payroll and HR functions for diverse-industry employers. Accounting, payroll and HR career spans more than 18 years of experience in the service industry and has included accountability for the processing of up to 500 invoices. Backed by solid credentials and proficiencies in generally accepted accounting practices (GAAP) as well as MS Office, Deltek Vision Software, PC Law and QuickBooks.*

## ■ PROFESSIONAL EXPERIENCE

ACCOUNTANT, NEXT LEVEL NOW, Inc., Portsmouth, New Hampshire July 2017-Present  
*Accounting professional for Next Level Now's BPO which offers full HR and Accounting Services to small to mid-size enterprises.*

- > Responsible for handling all aspects of accounting for multiple clients. Managing Human Resources, Public Relations, Accounts Payable, Accounts Receivable, for Next Level Now's BPO Clients.
- > Certified Accounting Specialist, Intacct® Accounting Software

BUSINESS MANAGER, NEOSCOPE IT, Portsmouth, New Hampshire January 2015-August 2017

*Business Manager and Accounting professional for cyber security / technology company.*

- > Handled all accounting functions for technology company.
- > Managed Public Relations and Human Resources.
- > Oversaw the timely and accurate processing of month-end close.
- > Created and maintained client contracts

ASSISTANT BOOKKEEPER, SHAHEEN & GORDON, PA, Dover, New Hampshire January 2013-July 2015

*Responsible for handling the fundamental aspects of the law firm's financial recordkeeping for all four offices, including recording financial transactions, managing A/P, reconciling bank statements, credit card reconciliations and maintain trust accounting compliance.*

- > Manage, enter and pay all invoices for the firm.
- > Resolve all vendor calls, disputes or issues.
- > General Ledger account analyses.
- > Process in house payroll for 80+ employees including filing all payroll taxes.
- > Assist with budget preparations.
- > Bookkeeper for two separate entities to the law firm including preparing financial reports.
- > Prepare reports as requested by financial manager and managing partner.

ASSISTANT CONTROLLER / HUMAN RESOURCES, CHI ENGINEERING 1999-2012

*Handled daily A/P processes; managed vendor/subcontractor relations; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, timesheets, credit memos, subcontractor agreements and payment transactions. Maintained adherence to corporate accounting and GAAP standards.*

- > Managed the accurate and timely processing of up to 500 invoices (\$ 750,000) per month.
- > Streamlined all vendor invoice issues with effective resolution.
- > Negotiated discounted terms with vendors. Effectively saved the company \$10,000 yearly.
- > Composed effective accounting reports summarizing A/P data and HR data.
- > Prepared Sales and Use Tax Returns.
- > Year-end payroll reconciliation as well as assist Controller with year-end.
- > Administered new hire orientation and processed benefit enrollment forms.
- > Successfully maintained and deployed company employee manual.

LEGAL SECRETARY / PARALEGAL, LAW OFFICES OF JOSEPH RITZO, PORTSMOUTH, NH 1998-1999

- > Managed 50 to 60 personal injury cases.
- > Maintained client medical records.
- > Negotiated client settlements with insurance carriers.
- > Corresponded with various medical facilities and insurance carriers.
- > Assisted clients during their hardships.
- > Prepared legal documents and attorneys for court.

ADMINISTRATIVE ASSISTANT, JONES & BEECH ENGINEERS, Stratham, NH 1997-1998

- > Assisted civil engineers in various capacities.
- > Generated blueprint copies for subdivision plans.
- > Prepared engineers for Zoning Board Meetings.
- > Streamlined all incoming calls.
- > Organized and ordered all office supplies.

LEGAL SECRETARY, LAW OFFICES OF ARTHUR HOOVER, Rochester, NH 1993-1995

- > Prepared various legal documents: Motions, Divorce Decrees, Wills, Deeds, Lease Agreements, Promissory Notes, Mortgages, Interrogatories, Divorce Libels, etc.
- > Responsible for divorce cases from beginning to end.
- > Assisted with real estate closings.
- > Transcribed attorney's requests using Dictaphone.
- > Organized attorneys for court and Zoning Board Meetings.
- > Streamlines all incoming calls.

■ **EDUCATION**

Associates in Accounting, MCINTOSH COLLEGE, Dover, NH 2007

Associates in Paralegal Studies, MCINTOSH COLLEGE, Dover, NH 1993

■ **AFFILIATIONS**

Member, SHRM (Society for Human Resource Management) 2009 - Present

■ **TECHNOLOGY SUMMARY**

- > Intacct Accounting Specialist
- > MS Office (Word, Excel, PowerPoint)
- > Deltek Vision
- > QuickBooks
- > PC Law
- > Amicus
- > Reportsmith