Janet Hall
1006 Bricklanding Road

Shallotte, NC 28470

**Mobile Phone** **910-523-6044**

Administrative professional with background in accounting and finance.  Knowledge of AR/AP, Microsoft and QuickBooks software, ATX Tax software. Specializing in Payroll, 941/940 tax deposits and tax returns and state withholding.

EDUCATION:
Northwestern High Graduated Diploma, general high school

Piedmont Technical College Graduated AAS Accounting

American Airlines Sabre Training Dallas TX

WORK HISTORY:

Tax Preparer/Bookkeeper/Payroll - Armour Associates, February 2024-Present

Prepare simple and complex tax returns. Personal and Corp

Payroll Manager, Accounts-Payable Home Elevators & Lift Products July 2023-February 2024

Payroll on a weekly basis, benefits administration. Process and file weekly payroll tax deposits, monthly and quarterly payroll tax returns

Tax Preparer, Payroll Specialist-Go Pro Tax & Accounting May 2022-July 2023

Prepare simple and complex tax returns for individuals, Partnerships, S-Corps, C-Corps

Payroll on a weekly basis, Process and file monthly, quarterly and year end payroll reports including W2's/1099's

Bookkeeper, Martha Lee Realty August 2019-March 2023

Data entry, balance sheet/P&L preparation, collate and record credit card and cash receipts.

Kind Keeper Animal Rescue - North Myrtle Beach, SC

January 2021-Present

Process incoming revenue for deposit, payroll on a weekly basis, file monthly, quarterly and year end payroll reports including W2's.

Clean kennels, care for rescue cats and dogs

Office Administrator, Myrtle Beach Yacht Club March 2018 – August 2019

Process incoming revenue for deposit into bank daily, complete monthly activity reports for review including A/P, A/R, Payroll on a weekly basis. Process and file monthly, quarterly and year end payroll reports including W2's/1099's

Petro/TA Iron Skillet Restaurant Florence SC January 2013-October 2017

Serve customers/OTR Drivers food and beverages and provide superior customer service.

Refund Specialist, Healthcare Business Resources, Pawleys Island Feb 2001 – Jan 2013 Research accounts for possible refund status, writing checks for commercial, Medicare, Medicaid, blue cross blue shield, HMO, and champus insurances, working all patient accounts for self-pay standing, clearing credit balances and suspense totals from weekly reports.

Subrogation Specialist, BCBS SC - Medicare Jun 1999 – Feb 2001
Investigate liability cases for overpayment recoupment, through analysis, investigation and working directly with attorneys.

Patient Account Representative IV, Healthcare Business Resources Oct 1983 – Jun 1999 follow up on all activity for patients, follow up with insurance companies, code and file claims with primary, secondary and tertiary insurance, work follow up reports, research and resolve refund reports, investigate all credit balances, work with uninsured patients.

Lead Patient Accounts Receivable Rep lll, Healthcare Bus Res. Oct 1983- Jun 1999
post receipts and appropriate adjustments to patient accounts, research accounts with credit balances, generate refunds, and reconcile manual and automated reports within two days of receipt.

Par Construction, Office Administrator/ Payroll Specialist Oct 1982 – Oct 1983

A/P, A/R, Bookkeeping, Human Resources

Dr. Michael DeBartolo, Chiropractor Rock Hill SC May 1980 – April 1982

(part-time during high school) Answer phone, take patients to room and prepare, record and prepare insurance, take payments from patients.