

ELIZABETH A. HUNTINGTON
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BACKGROUND SUMMARY

Seasoned Accounting professional with background in accounts payable and accounts receivable, payroll and human resources support. Strong organizational skills with ability to streamline processes to enhance efficiencies. Recognized for ability to share knowledge and train others. Proven ability to troubleshoot and research issues. Strengths include:

- Effective Communicator
- Team Player
- Accurate/Detail Oriented
- Confidential/Discrete
- Diplomatic
- Strong Work Ethic

WORK EXPERIENCE

MOHICAN NORTH STAR CASINO RESORT, Bowler WI **April 2013-Present**

Accountant

- Responsible for the entry of daily reconciliation for the casino and bingo.
- Verify and balance all the general ledger accounts for month end.
- Various month end entries including prepaid reclassifications and accruals.
- Submit withholding taxes for weekly payroll, jackpots and wage assignments.

ADC CUSTOM LLC, Schofield, WI **2010 - 2012**

ADC Custom specializes in design, testing and manufacturing of operator protective structures for powered off-road equipment.

Accounting Manager

- Responsible for Accounts Payable and Receivable and Payroll.
- Daily maintenance and balancing of cash account.
- Verification of current pricing and order entry.
- Responsible for month end closing procedures and reporting to corporate office.

KOMATSU FOREST LLC, Shawano, WI **2003 – 2009**

Komatsu Forest is one of the world's leading manufacturers of mechanized logging equipment.

Senior Accountant - Payroll Administrator

- Processed bi-weekly payroll including monitoring time and attendance system.
- Maintained employee personnel files and salary history.
- Reconciliation of cash and bank accounts.
- Assisted with month end closing procedures.
- Prepared monthly reports to managers for corporate reporting.
- Previously responsible for the duties of Accounts Payable.

EDUCATION/TRAINING/CERTIFICATIONS

Associate Degree in Accounting from College of Menominee Nation.
Professional development through attendance at WI DWD labor law training series.

