

MELISSA BARKER

OBJECTIVE

To obtain a position with an organization that will allow me to learn, accept challenges and further my professional development and education.

EXPERIENCE

December 2016 – Current Fehn Companies, Inc. Albertville, MN
Accounting Assistant

Responsible for prepping, reviewing, and scanning invoices prior to submitting to project managers for additional review; communicating with the PMs to complete invoices, submitting invoices to clients within set time line, entering accounts payable into the system, following client procedures to ensure payment, client payment collections. Entering daily payroll for various departments. Payroll backup for Controller. Assisting and administering HR tasks. Additional accounting tasks such as obtaining W-9's and certificates of insurance, and collecting & organizing financial documents. Back up to answering the main phone-lines. Requires being a very detail orientated person.

August 2016 – December 2016 City of Dassel Dassel, MN
Deputy Clerk/Treasurer (Part time)

An administrative support position that completed monthly bank reconciliations for three cash accounts, including month end adjustments/journal entries. Processed payroll liability and withholding payments and quarterly reports. Filed monthly sales and use tax reports. Provided election support. Worked on records management and any tasks delegated by the City Clerk.

July 2014 – August 2016 City of Plymouth Plymouth, MN
Office Support Representative

An administrative position that provides support to the City Manager, Administrative Services Director, City Clerk, and City Council. Prepares electronic and paper City Council packets. Administers licenses such as, however not limited to amusement, liquor, and tobacco licenses. Assists in yearly election management and electronic records management. Attends City Council meetings in City Clerk's absence. Enters purchase orders for various staff. Performs special tasks as assigned by City Manager, Administrative Services Director, and or City Clerk.

July 2012 – July 2014 City of Independence Independence, MN
Accounting Clerk

Dynamic position responsible for administrative work in accounts payable, accounts receivable, payroll and sewer utilities. Prepares regular financial and other reports as directed by City Administrator and the CPA. Assists in annual budgeting, audit coordination, yearly election administration, and records management. Maintains and updates accounting system and city records. Serve as back-up to the Administrative Assistant for phone and front counter work and works alongside the City Administrator, Public Works Director and other staff.

March 2005 - July 2012 City of Hanover Hanover, MN
Accountant/Deputy Clerk

Maintaining and preparing accounting, payroll, internal auditing, fixed assets, cash management, investment of funds and other financial record-keeping programs of the City; assisting with budget preparation for all City funds and financial reports to monitor revenues and expenditures; coordinates the annual audit; attend City Council, Planning Commission, EDA, and Park Board meetings and takes and prepares minutes; maintains resolution and ordinance books and binders; administers liquor licensing, business licensing, and waste hauler licenses; performing special projects as assigned by the City Administrator.

December 2004 - March 2005 City of Hanover Hanover, MN
Contracted Accountant/Deputy Clerk

Preparation of accounts payable, accounts receivable, payroll, maintenance of general ledger and fixed asset records and special projects as assigned. Preparation of bank deposits; and records; reconciles all banking and investment accounts. Prepares, codes, and verifies vendor invoices for presentation to the City Council; issues checks and maintains records of accounts payable. Prepares for annual audit.

January 2001 - December 2004 City of Greenfield Greenfield, MN
Deputy Clerk

Responsible for accounts payable, receivable and accounting principles. Kept records of all planning commission proceedings, prepared agendas, executed any assignments given by the planning commission and handled all correspondence on their behalf. Worked with the city planner and city engineer to prepare and execute planning and zoning applications and issues. Monitors developments and tracked letters of credit and escrow monies. Performed secretarial-receptionist duties and any other assignments from the City Administrator and or City Council.

March 2000 - December 2000 City of Greenfield Greenfield, MN
Secretary-Receptionist

Performed clerical tasks such as typing, mailing, and filing. Served as main receptionist and dealt with public in person or on the telephone. Handled assessment searches and maintained the assessment rolls. Maintained and ordered office supplies. Responsible for the accounts receivable billing. Processed building permits and maintained building permit listing. Arranged the annual spring clean up and prepared the annual newsletter.

EDUCATION

1987 - 1988 North Dakota State University Fargo, N.D.
Generals such as English, History, Psychology, Sociology, and Economics

2007 - 2011 North Hennepin Community College Brooklyn Park, MN
Associate in Science in Accounting

PAST MEMBERSHIPS

MCFOA, IIMC, MnGFOA, Phi Theta Kappa Honor Society
MCFOA Board member 2013-2016

ACCREDITATIONS

MMC, CMC, MMMC, MCMC, IIMC Athenian Fellow, and Notary Public.

REFERENCES

Available upon request.