

DAWN PREWITT
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WORK EXPERIENCE

Staff Accountant, Feb 2022 to Present
ADCOMP SYSTEMS - Lewisville, TX

2-story AdComp building owned by CEO.
Staff Accountant position included performing:

- Payroll Assistant tasks
- HR work
- Property Management
- AP/AR
- Inventory
- Payroll taxes
- TWC & sales tax filing
- Bank and CC reconciliation
- Executive Administration
- Building rent collection and repair
- Assisting with Merchant Services team

Administrator, July 2019 to Nov 2021

BT MOBILE FLEET WASHING LLC - Cross Roads, TX

- Operated 10-key calculators, typewriters, and copy machines.
- Performed quarterly taxes and new hire reporting.
- TWC filing.
- Bank and CC reconciliations and other functions to maintain reporting accuracy and efficiency.
- Prepared and submitted quarterly 941 reports, quarterly TWC reports, and annual 940 reports.
- Prepared and disseminated W-2's and 1099's.
- Compiled statistical, financial, accounting and auditing reports and tables pertaining to such matters as cash receipts, expenditures, AP, AR, and P&L, and all aspects of payroll including setting up payment for payroll liabilities.
- Coordinated and directed the supportive services department of a business, agency, or organization.
- Reviewed and processed all unemployment claims, new hire paperwork, and changes to employee records.
- Prepared and reviewed operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquired, distributed, and stored supplies.
- Analyzed internal processes and recommended and implemented procedural and policy changes to improve operations such as supply changes or the disposal of records.
- Sorted and coded invoices to submit for Purchase Order or Reference #'s.
- Performed matching and resubmitting of invoices for approval on clients' website, Coupa, Ariba, and Crossroads systems.
- Planned administrative and control budgets for contracts, equipment and supplies.
- Monitored the facility to ensure it remained safe, secure, and well-maintained.
- Oversaw the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Oversaw construction and renovation projects to improve efficiency and ensure that facilities met environmental, health, and security standards, and complied with government regulations.
- Conducted classes to teach procedures to staff.
- Participated in architectural and engineering planning and design including space and installation management.
- Created year-end 1099 miscellaneous, 1099 NEC & W-2s.

Accountant, Feb 2018 – May 2018*JMF MATERIALS LLC, Taylor, TX*

- Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Compiled statistical, financial, accounting, and auditing reports and tables for cash receipts and expenditures, AP and AR and P&L.
- Accessed computerized financial information to answer general questions as well as those related to specific accounts.
- Entered debit, credit, and account totals on computer spreadsheets and databases using specialized accounting software.
- Coded documents according to company procedures.
- Matched order forms with invoices and recorded necessary information.
- Performed general office duties such as filing, answering telephones, and handling routine correspondence.
- Prepared bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, and other forms of payment to banks.
- Calculated, prepared, and issued bills, invoices, account statements, and other financial statements per established procedures.
- Compiled budget data and documented based on estimated revenues and expenses and previous budgets.

Business Manager, Dec 2016 – Aug 2017*DILLARD'S, Denton, TX*

- Provided customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Directed and supervised employees engaged in sales, inventory, reconciling cash receipts, and performing services for customers.
- Performed inventory stocking and reorder based on current levels.
- Monitored sales activities to ensure customers received satisfactory service and quality goods.
- Instructed staff on how to handle difficult and complicated sales.
- Assigned employees to specific duties.
- Examined merchandise to ensure correctly priced and properly displayed and functioning as advertised.
- Planned budgets, authorized payments and merchandise returns.
- Helped with cleaning and organizing displays and selling merchandise.
- Planned and prepared work schedules and organized employee time cards.

Various Administrative positions , Nov 2013 – Sep 2016

EXPRESS TEMP AGENCY, Killeen, TX

- Met with prospective tenants to show properties.
- Explained terms of occupancy and provided information about local areas.
- Planned, scheduled, and coordinated general maintenance, repairs, and all construction remodeling projects for commercial and residential properties.
- Managed all administration, maintenance, and improvement of commercial, industrial, and residential properties.
- Negotiated sales, leasing, and development of property and maintained appropriate documents and forms.
- Maintained records of sales, rentals, and usage activity, special permits issued, maintenance and operating costs, and property availability.
- Followed government regulations when determining and certifying the eligibility of prospective tenants.
- Prepared detailed budgets and financial reports for properties.
- Prepared and administered contracts for provision of property services such as cleaning, maintenance, and security services.
- Purchased building and maintenance supplies, equipment, and furniture.
- Performed as liaison between on-site managers and tenants and owners.
- Conferred regularly with community association members to ensure their needs were being met.

Accounts Receivable Associate, June 2010 – June 2012

CEFCO CONVENIENCE STORES, Temple, TX

- Operated computers programmed with accounting software to record, store, and analyze information.
- Classified and compiled, recorded, and summarized numerical and financial data including financial records using hand-written journals and ledgers and PC.
- Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Complied with federal, state, and company policies, procedures, and regulations.
- Compiled statistical, financial, accounting and auditing reports and tables pertaining to cash receipts, expenditures, AP and AR and P&L.
- Matched order forms with invoices and recorded the necessary information.
- Prepared trial balances of books.
- Prepare purchase orders and expense reports.
- Monitored status of loans and accounts to ensure that payments were up to date.
- Compiled budget data and documents from estimated revenues, expenses, and previous budgets.

Business Office Manager, Jan 1990 – Dec 2010

DREAMS BY DESIGN, Fort Worth, TX

- Coordinated and directed the supportive services departments of the business, agency, or organization.
- Prepared and reviewed operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquired, distributed and organized storage supplies.
- Analyzed internal processes. Recommended and implemented procedural and policy changes to improve operations such as supply changes and the disposal of records.
- Planned, administered, and controlled budgets for contracts, equipment and supplies.
- Monitored the facility to ensure that it remained safe, secure, and well maintained.
- Oversaw the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Oversaw construction and renovation projects to improve efficiency.
- Ensured facilities met with environmental, health, and security standards, and complied with government regulations.
- Conducted procedural classes to staff.
- Participated in architectural and engineering planning and design, including space and installation management.

EDUCATION

Studied **Accounting I & II, V.O.E. and Computer Literacy** @Lake Dallas HS

Studied **Business Management** at Brookhaven Jr College in Carrollton, TX

ADDITIONAL SKILLS

- Accounting, Bookkeeping, Quickbooks, 10-Key, Personnel and Time Management.
- Property Leasing and Management.
- Ability to quickly adapt to new and ever changing situations.
- Familiar with various office machines and computer accounting programs and web sites.
- Proficient with Microsoft Office.
- Indeed Assessment- [Proficient](#) for HR Compensation & benefits