



## Tina Andrews

Senior Accounting and Payroll Specialist

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### Position with Firm

2016–present **Senior Accounting and Payroll Specialist.** Manages accounts receivable and accounts payable, vendor and employee reimbursements, payroll, and daily accounting tasks. Writes and maintains accounting procedures.

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### Previous Professional Experience

2013–2016 **Paraprofessional, East Lansing Public Schools, East Lansing.** Supported 15 K–5 teachers and ancillary staff, requiring completion of multiple daily projects in a fast-paced, self-managed environment.

2012–2013 **Administrative Assistant, Michigan Recycling Coalition, Lansing, Michigan.** Served as assistant to the executive director in various capacities, including planning and implementation of company programs. Served as database administrator for company Microsoft Access database and initiated member invoicing and subsequent collection.

1998–2000 **Administrative Services Manager, Environmental Support Solutions, Tempe, Arizona.** Served as executive assistant to company president, performing various accounting functions such as payroll and accounts receivable and payable. Prepared monthly commission reports and bank account reconciliations. Prepared and filed quarterly state and city tax reports.

1995–1998 **Administrative Coordinator, The Miller Group, Scottsdale, Arizona.** Processed accounts payable and payroll, initiated client invoicing and collection, and managed Novell computer network among other responsibilities.

Education Central Michigan University, BS in Business Administration

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### Activities

- Board Treasurer of Pinecrest School Parent Council, 2013–2015
- Chairperson and Treasurer of Communications Committee for Hawk Nest Homeowners Association, 2008–2012