

Audrey Herrington

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Choudrant, Louisiana

Objective

To grow within a company and serve clients and internal teams to reach goals, improve efficiency, and drive financial and operational success.

Professional Experience**Bayou Desiard Country Club**

Accounts Payable Manager & Human Resources Manager

08/2023 – Present | Hospitality

- Manage Accounts Payable, ensuring timely payments and resolving discrepancies with vendors
- Conduct monthly reconciliations and maintain general ledger transactions
- Analyze financial data to support business decision-making, generate financial reports, and conduct monthly variance analysis
- Collaborate with management on budgets (weekly, monthly, yearly) and assist in month-end journal entries
- Prepare annual 1099 forms for contract vendors
- Manage HR Department, overseeing payroll, benefits, and recruiting for 150+ employees
- Revise employee handbook, conduct yearly open enrollment, and assist management with interviews and employee conflict resolution
- Create labor budgets for 12 departments and ensure compliance with labor laws, including for minors
- Complete labor audits and manage employee time records and PTO balances

GB Sciences of Louisiana and Mississippi

Financial Accountant

01/2022 – 08/2023 | Pharmaceutical Manufacturing

- Streamlined financial processes for a startup, maintaining construction-in-progress records and managing transactions for three locations
- Reconciled financial statements and transactions, verified purchase orders, and managed employee reimbursements
- Recorded daily sales, maintained aging reports for Accounts Payable and Receivable, and managed retail customer collections
- Assisted with audits and the month-end closing process, including monthly variance analysis

Correct Solutions Group

Accounts Payable Specialist

09/2019 – 01/2022 | Phone Systems & Commissary Management for Prisons

- Managed vendor payments and expenses, calculated monthly commissions for 40 salespeople and 100+ prison systems
- Assisted with month-end close process and year-end audits, maintaining accurate vendor records

Ates Construction

Business Manager

09/2017 – 09/2019 | General Contractor (Commercial Work)

- Managed Accounts Payable and Receivable, oversaw payroll, benefits, and recruiting
- Conducted inventory counts for materials and created monthly payment applications
- Estimated bids for commercial projects, maintained progress reporting, and handled certified payroll for subcontractors

HomesPlus Manufactured Homes

Accounting Clerk & Construction/Warranty Coordinator

09/2015 – 09/2017 | Manufactured Home Dealer

- Managed financial transactions, assisted with month-end processes and audits as Accounting Clerk
- As Construction and Warranty Coordinator:
 - Managed the home building process for 50 buyers, scheduling construction crews for all phases
 - Handled warranty claims, ordering parts, scheduling service techs, and billing factories
 - Maintained strong customer relationships throughout the often stressful home-building and warranty process, ensuring customer satisfaction
 - Vastly improved company NPS scores during tenure by enhancing customer communication and service

Education

Southern New Hampshire University

Bachelor's Degree in Accounting and Finance (In Progress)

Projected Graduation: Mid-2026 | Current GPA: 3.9

Skills

- Financial Reporting & Analysis
- Budgeting & Forecasting
- Accounts Payable/Receivable Management
- General Ledger Reconciliation
- Month-End Close Process
- Payroll & Benefits Administration
- HR Management & Compliance
- Vendor Relations & Dispute Resolution
- Audit Support & Compliance
- Process Improvement & Automation
- Customer Relationship Management
- Team Leadership & Conflict Resolution
- Proficiency in Expensify, QuickBooks, Microsoft Office Suite (Excel, Word, PowerPoint)