

MARIA SALMA GUTIERREZ

EXPERIENCE SUMMARY

Over 20 years accounting and administrative experience in private sector and federal government work settings. USDOE security L clearance since 2012. Subject matter expert in federal travel and payroll processes and regulations.

EXPERIENCE

Financial Specialist – Longenecker and Associates

03/2015-Present

Supporting DOE/NNSA/Office of Secure Transportation. Responsible for travel authorization and voucher processing for reimbursement and payroll data entry for Agent Operations Western Command federal employees. Perform clerical duties in preparing, maintaining and updating travel and payroll records and reports.

- Meet time sensitive deadlines entering data into the Automated Time and Attendance Payroll System, and ensure all required documents are attached for audit purposes
- Using the travel manager system, create and submit travel authorizations, create and submit vouchers, monitor travel vouchers for payment and print remittance notices
- Provide new hire travel and payroll training to federal employees
- Provide required protection for personal information in accordance with federal regulations
- File and maintain personnel files for timekeeping and travel reimbursements, perform office duties including typing, faxing, scanning/copying documents, shredding unclassified materials and labeling properly, preparing and distributing confidential emails
- Update weekly overtime reports
- Prepare monthly reports and complete special projects as assigned by management
- Provide quality customer service by focusing on customer needs and expectations; timely response to customers questions, requests and concerns

Travel and Payroll Specialist – Innovative Technology Partnership

10/2014-03/2015

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Budget Assistant – Innovative Technology Partnership**12/2013-10/2014**

Responsible for processing the organizations travel vouchers. Reviewing the travel vouchers for proper supporting documentation which includes, but not limited to hotel receipts, travel justifications, and usage of assigned government credit card. Process monthly payroll, travel and training reports. Reports are distributed to Senior Staff, Office Managers, and Branch Chiefs. Responsible for scheduling quarterly program reviews and mid-year program review.

- Work with Federal Oversight to Resolve Salary, Travel, & Training Report Errors & Updates
- Validate Budget Plans
- Coordinate Mid-Year & End Year Budget Reviews
- Coordinate Program Reviews with M&O's & Service Contractors
- Audit & Process Travel Vouchers
- Track Travel Vouchers Errors
- Download Data from STARS and DOEINFO to Create VLookup's, Pivot Tables and Formulas for Payroll, Travel and Training Reports
- Process & Validate Budget Control Change Forms
- Customer Service (External & Internal) by Focusing on Quality as it Relates to the Customer

HR/Payroll Coordinator – ABQ Heights Healthcare & Rehab Center**10/2013-11/2013**

Process payroll in ADP Bi-Weekly for the facility. Responsible for boarding new employees and conducting new hire orientation. Process new hires, terminations, pay rates changes, demographics, and direct deposits.

- Timekeeper for Facility-150 Employees
- Process New Hire – Applications, Drug Testing, Finger Printing
- Process Terminations
- Process Direct Deposits
- Process Payroll Changes (Salary, Demographics, and Changes to FTE Status)
- Assisted Employee's Payroll Question

Invoicing Specialist – Innovative Technology Partnership**07/2012-10/2013**

Responsible for printing and processing incoming electronic invoices. Pull contract files for the invoices and verify prices, quantities, period of performances and availability of funds. Responsible for sending out invoices and supporting documentation to approving Federal Program Managers for review and payment approval.

- Work with the Federal Oversight to Resolve Invoicing Errors/Questions
- Log Invoices in the Pending Spreadsheet & Keep Track of Due Dates
- Follow Up with Approving Officials as Needed
- Upon Payment Approvals-Log Payments into the Contract Balance Spreadsheet and Prepare Documentation for the Contract File
- Update Contract Modifications
- Create New Contract Spreadsheets
- Prepare Contracts for Closeout
- Reconcile Interagency & Inter Entity Spreadsheets Monthly
- Support Federal Oversight in Processing Monthly Cost Accruals (as needed)
- Other Duties as Assigned

EDUCATION

08/2014 CNM - Associate of Applied Science-Integrated Studies

1992-1996 Albuquerque High School- High School Diploma

ADDITIONAL SPECIALTIES

Microsoft Office; Concur Government Travel; Federal Automated Time and Attendance Payroll System (ATAAPS), VIAS, iPortal, Business Integrated Systems, DOEINFO, STARS and Bilingual