



CHELSEA BELL

ACCOUNTS PAYABLE

I am a detail-oriented professional with a wide range of accounting, payroll, and HR experience. Paired, with a vast knowledge of business processes and a burning desire to learn and grow. I pride myself in focusing on improving company financial operations and streamlining processes using effective leadership, planning, and decision making abilities.

✉ ChelseaLBell@gmail.com

☎ (816) 863-5444

📍 4419 NE 83rd St. KC, MO 64119

EDUCATIONAL HISTORY

BACHELOR OF SCIENCE

Northwest Missouri State University | 2013

- Bachelor's Degree in Business Management
- Bachelor's Degree in Marketing
- Bearcat Football Ambassador
- Kind Individuals Dedicated to Students (KIDS)

SKILLS

- Management
- Communication
- Leadership
- Organization
- Problem Solving
- Creativity

CERTIFICATE

NOTARY PUBLIC

- State of Missouri
 - Commissioned through 10/4/2025

REFERENCES

MEGHAN HILL

Store Manager | Athleta

(816) 863-0739
meghill0925@yahoo.com

JOHN MOORE

Retired | Richo USA Production Print

(816) 863-0739
john.moore816@gmail.com

WORK EXPERIENCE

OFFICE MANAGER + HR GENERALIST

PROtect | March 2022 - Current

- Fleet Management of 170+ vehicles including, registering, tagging, renewing; GPS tracking, KTag/Express Toll, Insurance, Location, Driver, etc.
- Drug Testing for all new hires, as well as maintaining our company DISA program which included 3 pools with monthly random. Additionally, managed Pipeline Testing Consortium (PTC) and quarterly randoms.
- Company Equipment Management - request usernames & emails, configure laptop, assign and track all pieces (monitors, docking stations, etc.)
- Onboarding of all new hires

PAYROLL SPECIALIST

Lever 1 | November 2021 - March 2022

- Onboarding all new hires, conducting terminations as well as providing guidance to follow best practices and state guidelines
- Process payroll for clients ranging from 2-500 employees
- Manage and Fund 401k, HSA, FSA, Medical, Disability, Supplemental and other qualifying benefits

*** *This gap in employment accounts for time off to temporarily move to Oklahoma and care for stage 4 cancer diagnosed Mother* ***

ACCOUNTING AND PAYROLL

Defrain & Million CPA's | January 2021 - May 2021

- Processed over 110 client payrolls and maintained the employee database regarding salary and pay
- Ensuring compliance with federal, state and local tax laws, including remittance of payroll taxes
- Processing and managing all health. life, supplemental, etc. benefits and deductions
- Monitor, update, compute and build IRA and 401k plans within qualifying payrolls

OFFICE MANAGER (IN ADDITION TO PROJECT ADMIN)

GKW Group | January 2020 - November 2020

- Managed and maintained reliable office presence during normal business hours
- Managed company administrative details including: Phones, Inquiries, Mail and Supplies
- Managed accounting and bookkeeping for external CPA
- Managed and processed all new hire documentation
- Notary for all legal documents

PROJECT ADMINISTRATOR

GKW Group | September 2017 - January 2020

- Performed clerical work of record keeping including: Accounts, Letter Writing, Filing, Faxing, Email Inquires and Website/Social Media
- Managed Payroll and Time Clock duties
- Managed accounting system duties including: Invoice Approval, contract/change orders
- Create and issued construction documents including: Contracts, Change Orders, Master Service Agreements, Submittals and Certificates of Insurance