

Office of Tax Assessor-Collector

COUNTY of HIDALGO



Armando Barrera Jr., RTA
Assessor and Collector

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

“MEMORANDUM”

To: Mr. Valde Guerra, Chief Budget Officer

From: Armando Barrera Jr., Tax Assr/Coll *ABJ*

Date: October 20, 2011

Re: Externship

Attached please find the information you requested in regards to the externship for our office.

Be advised the name of the person who will be assisting our Bookkeeping Department with their everyday duties is NOHEMI Z. CANTU.

We have attached a copy of the duties of a Bookkeeper I off the County's Personnel Inventory list as a description of the type of work she will be performing for us.

It is our understanding you will be taking an item to Commissioner's Court next week for approval.

Should you have any questions or comments, please contact us as soon as possible.

Thank you.



Institute

**South Texas Vo-Tech
McAllen Campus**

2400 W. Daffodil Ave.
McAllen, Texas 78501

(956)631-1107
1-877-404-1097
Fax: (956)630-1650
www.stvt.edu

FAX COVER SHEET

TO: Armando Barrera Jr. FROM: Nohemi Z. Cantu

PHONE: (956)862-0535 DATE: 10/13/2011

FAX: (956)318-2733 # PAGES: 03 Including Cover Page

CC:

PLEASE NOTE: If you did not receive the total number of pages or have any questions, please call this office as soon as possible.

COMMENTS: To follow is my Cover Letter and Resume regarding my externship which begins on October 17, 2011.

CONFIDENTIALITY NOTE: The information contained in this facsimile message is privileged and confidential. It is intended only for the use of the addressee. If you have received this message in error, please notify us by telephone immediately. THANK YOU.

Nohemi Z Car
rg Texas 78539 (95
o.com

SUMMARY OF OBJECTIVE:

Fully trained in payroll deductions, OASDI, HI, FUTA, SUTA, computing hourly and salary employees' wages, preparation of quarterly, annually tax returns, hands on experience with Accounts Payable, Accounts Receivable, Revenue Accounts, General Journals, Ledgers, Work Sheets, Adjustments, Statement of Owner's Equity, Bank Reconciliation, Income Statements, Microsoft Office, QuickBooks, and Peachtree.

SUMMARY OF QUALIFICATIONS:**KNOWLEDGE:**

Bank Reconciliation- were my asset account matches the banks records
General Journal- original record of business transactions
General Ledger- final record of business transactions that will be categorized
Debit/Credit- double entry
Closing Month Accounts- trial balances, income statements, owner's equity statements
Accounting & Bookkeeping
Invoices/Expense Reports/Payment Transactions

SKILLS:

QuickBooks 2010 were I conducted bank reconciliation, payroll, invoices, and opening up a new company.
Peachtree 2010 were I obtained training in managing my own company records add new employees.
Microsoft Word 2010 were I learned how to make flyers and reports with charts.
Microsoft Excel 2010 were I learned how to write formulas and do charts and graphs.
Microsoft Access 2010 were I managed a company and the employees.
Typing 48 WPM
10 Key Calculators, 125 Keystrokes/ Min

ABILITIES:

Bilingual in English and Spanish languages
Great customer service skills
Organizing and Prioritizing my work and projects
Responsible work ethic were I obtained team leader position
Great leadership skills and time management skills that I learned when I was in JROTC and still practice all the time

EXPERIENCE:

Subway Cashier/ Inventory clerk/ Team leader June 2009- January 2011 McAllen, Texas

EDUCATION:

South Texas Vocational Technical Institute Computer Accounting Specialist Program November 2011
Palmview High School La Joya, Texas January 2009

ACHIEVEMENTS:

Raul Gonzalez Chief of Police received certificate for participating in the La Joya ISD Police Explorer post 2007
SSG Digo Olage JROTC Instructor Received certificate for participating in Toys for Tots, Needy Family Drive, Community service, and Exceptional Leader skills

Nohemi Z Cantu



September 27, 2011

Hidalgo County Tax Office

Armando Barrera Jr

2804 US Highway 281

Edinburg, TX 78539

Dear Mr. Barrera Jr:

Vanessa Garza Career Development Coach at South Texas Vocational Technical Institute suggested that I contact you regarding an Extern position with Hidalgo County Tax Office. My educational background in Computer Accounting, Payroll, and Tax Returns, along with my professional experience, makes me an excellent candidate for this position.

Reviewing my resume you can see I have more than one year of experience in the field of Inventory. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my commitment to personal and professional excellence, and my excellent Leadership skills.

If you have questions, please contact me at (956) 862-0535. I look forward to meeting you to further discuss and complete my Extern with Hidalgo County Tax Office.

Sincerely

Nohemi Z Cantu
Computer Accounting Student
South Texas Vocational Technical Institute

BOOKKEEPER I

GRADE: 06

GENERAL DESCRIPTION

Performs entry-level technical accounting work; Work involves detailed assignments, classifying, examining, and verifying financial records, documents, or reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances assigned financial accounting documents and records

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profit and losses

Calculates, prepares, invoices, account statements, and other financial statements according to procedure

Reconciles bank statements, researches discrepancies, and reports findings

May assist in preparing the budget

May perform payroll related activities

May receive cash, prepare deposits slips, and maintain cash control records

Assists with financial statements and operating reports

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience with accounting or bookkeeping principles. Graduation from a standard senior high school supplemented by college course work in accounting is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Knowledge of MS Word and Excel

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

