

Donovan Norris

Accounting & Payroll Professional

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PROFESSIONAL PROFILE

Accounting and payroll professional with experience across full-cycle accounting, payroll administration, accounts payable and receivable, and financial reporting. Managed biweekly payroll for approximately 200 employees across four locations, including certified payroll and CCIP reporting. Brings business ownership and construction operations experience to financial controls, cash flow visibility, and dependable day-to-day execution.

PROFESSIONAL EXPERIENCE

Lone Star Communications

October 2025 - June 2026

Payroll Specialist / Accounts Receivable Specialist | Georgetown, TX

- Processed biweekly payroll for approximately 200 hourly and salaried employees across four locations, calculating earnings, overtime, deductions, benefits, and tax withholdings.
- Prepared biweekly certified payroll reports and monthly CCIP reports for prevailing wage and government contract requirements.
- Managed service contract billing and collections, partnering with Sales and Service teams to resolve invoice discrepancies.
- Reconciled payroll, maintained Paycom records, and supported audits, W-2 preparation, year-end filings, and management reporting.

United States Postal Service

October 2024 - October 2025

Rural Carrier Associate | Leander, TX

- Sorted and delivered mail and packages within established routing, tracking, and accountability requirements.
- Handled postage, money orders, and customer payments; maintained daily records in a regulated, time-sensitive environment.

LaRue Tactical

February 2024 - October 2024

Accounts Payable & Accounts Receivable Coordinator | Leander, TX

- Managed full-cycle payables and receivables, including invoice processing, payment disbursements, collections, and cash application.
- Matched invoices to purchase orders, maintained vendor documentation, and followed up on past-due balances.
- Reconciled aging reports and accounts, and prepared financial reports to support month-end and year-end close.

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Professional experience continued

Big Credit Dreams

September 2020 - February 2024

Accounting & Finance Manager / Co-Owner | Leander, TX

- Owned full-cycle accounting for a service business, including cash books, accounts receivable, and expense tracking.
- Completed monthly bank and cash reconciliations and prepared profit and loss statements to support cash flow and business decisions.
- Implemented controls for client payments and refunds, maintained supporting records, and coordinated tax reporting with external tax professionals.

Accenture

February 2019 - April 2021

Invoice Processor | Austin, TX

- Verified, coded, and entered invoices against purchase orders, contracts, and chart-of-accounts requirements.
- Worked with vendors and internal teams to resolve discrepancies, obtain approvals, and support timely payments.
- Maintained accounting records and generated invoice processing reports to support process improvements.

First Mpac Corp.

January 2013 - February 2019

Site Superintendent | Leander, TX

- Oversaw daily construction site operations, coordinating subcontractors and vendors against project budgets, schedules, and requirements.
- Tracked labor hours, material usage, and project costs; prepared reports for project managers and stakeholders.

CORE CAPABILITIES

Full-cycle accounting | Payroll administration | Certified payroll & CCIP reporting | Accounts payable & receivable | Bank & payroll reconciliations | Month-end & year-end close support | Cash flow & P&L reporting | Internal controls & audit support

SYSTEMS AND SOFTWARE

QuickBooks | Paycom | Q360 | Microsoft Excel (advanced) | Microsoft Office | Oracle | Salesforce | JobBOSS | LCPtracker | EMARS

EDUCATION

Western Governors University

Bachelor of Science in Accounting | Expected 2027

Vista Ridge High School

High School Diploma | 2009