

Amanda Taft

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Work Experience

Certified Payroll Manager

GeoStabilization International - Denver, CO

May 2022 to Present

- Process multi-state and Canadian Payroll on a weekly basis using Vista by Viewpoint, ADP and B2W.
- Create, review and submit certified payroll in LCP Tracker, Elation Systems, Shareware etc. for numerous jobs on a weekly basis.
- Enter new hire information as well as make weekly change requests made by employees.
- Reconciliation of payroll and deposits.

Payroll Manager/Sales Tax Accountant and HR

ComRent International, LLC. - (Broomfield, CO)

January 2019 to May 2022

- Full cycle multi-state and Canadian payroll using Paylocity HRIS and Blue Marble/Pivotal/PayTrak. Transitioned into Workday HRIS
- Verifying accuracy of SUTA and Federal Tax Deposits.
- Entering and verifying new hire information as well as assisting with payroll and HR changes.
- Monthly reconciliation and submission of payroll deductions. Random audits of deductions.
- Reviewing quarterly reports and payments regarding payroll taxes and payments.
- Reviewing and completing sale tax collections and payments/state submissions for up to 32 states.
- Implemented a new payroll processor for Canada.
- Participating in monthly, quarterly and year end balance sheet accounting review.
- Recording, tracking, calculating and reporting certified/Davis-Bacon payroll.
- Assisting with policy and procedure review and edit.

Bookkeeper and Payroll Specialist

CSB Bookkeeping - (Erie, CO)

February 2018 to December 2018

- Full cycle multi-state payroll using Quickbooks both online and desktop version due to having multiple clients.
- Verifying accuracy, processing and submitting SUTA and Federal Tax Deposits.
- Entering new hire information and processing payroll and HR changes.
- Monthly reconciliation and submission of payroll deductions.
- Researching and keeping up with State and Federal payroll, HR and tax guidelines.
- Reviewing and submitting quarterly reports and payments regarding payroll taxes and payments.
- Building and maintaining business cost analysis worksheets for business owners.
- Completing monthly bank reconciliations.
- Creating and coding medical invoices.

- Receiving and applying deposits from insurance companies, government agencies and clients.
- Aging report follow up.

Payroll Specialist and Human Resources Generalist

Bodan, Inc. - (Westminster, CO)

April 2014 to April 2015

- Full cycle multi-state payroll using Paylocity HRIS system for 100+ employees.
- New hire data input, I-9 reporting as well as checking all forms for state, federal and company accuracy and compliance.
- Editing and updating company policies.
- Responding to and investigating employee grievances.
- Response and employer representation to unemployment, EEOC claims and garnishments.
- Reviewing W-2's for accuracy and creating corrected W-2's.
- Working and cross training in a team environment including reception desk with multi line phone system.
- Calculating and issuing manual checks including calculating termination checks.
- Editing and implementing vacation and sick leave accruals and policy.
- Ensuring wage and hour law compliance.

Payroll Accountant and Human Resources

Grand Peaks Property Management - (Denver, CO)

November 2013 to April 2014

- Full cycle multi-state payroll for 250+ employees using ADP Workforce.
- Completing and submitting quarterly and annual reports such as wage surveys.
- Processing 401K contributions including loans and loan payments.
- Bill and GL reconciliation.
- Entering new hires and tracking benefit eligibility.
- Wage garnishment, unemployment claims and EEOC response and compliance.
- Calculating and issuing manual and termination checks.
- Month end closing and account reconciliation to ensure proper cost accounting.

Payroll Specialist and Human Resources

PCF Saleco, LLC - (Centennial, CO)

January 2008 to July 2012

- Implemented new payroll, time keeping and HRIS system, from ADP to Paylocity.
- Full cycle payroll for 600-1000 employees in multiple states.
- New hire data input, I-9 reporting as well as checking all forms for state, federal and company accuracy and compliance.
- Creating and updating job descriptions as well as conducting wage assessments to increase employee retention and increase hiring.
- Creating a new hire training module for managers as well as instructing in person and online. Also taught a class for new timekeeping and HRIS software.
- Processed and calculated garnishments and manual checks including manual checks for termination.
- Mediation, investigation and employee counseling.
- Maintaining/updating employee files including benefit files.
- Maintaining compliance with state agencies.
- Completing quarterly, annual and salary/wage surveys.
- Submission and follow up of background checks.
- Response to unemployment claims and EEOC claims as employer representative.

- Organized and maintained employee leave (FMLA, workman's comp., military, etc.).
- Track terminations for COBRA eligibility.
- Participate in annual benefits decision making and comparison.
- Acted as first point of contact regarding workman's comp. claims.

Education

Associate of Applied Science in Human Resources

Bryant & Stratton College

October 2013

Bachelor of Science in Business Administration

Western Governor's University

Skills

- Microsoft Office/Suite (Home, Professional and Student)
Paylocity HRIS, Workday HRIS, ADP
B2W, Vista by Viewpoint
LCP Tracker and similar reporting systems
QuickBooks
High level of maintaining confidentiality
Davis-Bacon
Multi-state (including CA) and Canadian payroll
Team player with the ability to work in a team or independent setting
- Payroll
- General ledger accounting
- General ledger reconciliation
- Account reconciliation
- Accounting
- QuickBooks
- Human resources
- Workday
- Tax experience
- Analysis skills
- Microsoft Access
- Leadership
- Paychex