

Bobbi Smith

contact info: bobbi5206@gmail.com 720-205-0512

Objective: Assistant Controller, Senior Accountant, Payroll/Benefits Administrator-to have the ability to be detail oriented, knowledge of payroll, willingness to learn programs, take pride in my work, carry out confidentiality within the company, & share a positive attitude.

Work Experience

URSA Major Technologies, Inc. Payroll / Benefits Administrator February, 2022 – July, 2023

- Process all Payroll bi-weekly & Off Cycle Payroll weekly, assist with onboarding new hires information into ERP system BambooHR & TRAX Payroll Assist with Benefits for company employees in ERP system Lumity, Guideline, MetLife, & Medical, W2, Payroll Taxes
- Review, compare, make changes, verify all payroll & benefits information is accurate in multiple states, handle UI claims

Contract Agencies: Payroll/Accounts Payable & Payroll Support June, 2021 – February, 2022

- Learned new ERP Payroll systems (such as Abila, CrewSense, Great Plains Dynamics, Crunch Time, & UltiPro-aka UKG, ADP WFN)
- Process all A/P & Payroll (process partial payroll for mechanics on 24hr schedule), assist on administration duties (organize file drawers of garnishments, terminations, & withholding taxes), create pay period calendars for year, setup business license out of state, setup payroll taxes, & work with View Point Vista for prevailing wage/certified payroll reporting

EnCon United Payroll Specialist LAID OFF January, 2020 – April, 2021

- Process & Run Weekly Payroll for (4) entity companies with estimated 200-250 employees, ERP system Sage 300 Timberline
- Entered data info into Board of Labor (out of state GA) & form 1095 health insurance coverage for IRS W-2
- Enter New Hires data, process Termination checks, & respond to garnishment letters, VOE, Child Support, & unemployment filings
- State of Colorado Notary, E-Verified Certification, Colorado New Hire Website Certification, Certified Payroll, Prevailing Wage Reports, LCP Tracker & General Form reporting

American Motors Office Manager September, 2019 – January, 2020

- Achieved changing the process of A/P to receive email invoices of 90% in the 1st 4 weeks, Titling of Vehicles Certified
- Bill of Sale software program knowledge, State of Colorado Notary

W. West Equipment Senior Assistant/Payroll Accountant/Accounts Receivable December, 2005 – August, 2019

- QuickBooks Desktop Construction proficient, assisted on re-program of Inventory Control & adding serial #'s (requested all invoices efficiently be emailed or scanned in vs mailed)
- Managed 2-3 employees on task duties for accounting & to Project Managers for Auto Quotes system, building operations, given assistance to President/ Owner for administration tasks, & tackle special projects for the office manager
- Responsible for but limited to review/process of purchase orders, account payables, account receivables, payroll, benefits, HR duties-W-9, certification of insurance (COI), Use & Sales Tax within multiple states, & applying credit applications, manage aging & payment history reports, along with monthly A/R statements, enter job costing & inventory journal entries to Ledger with adjustments
- Reconciled all bank and credit card statements, applied all payments to correct accounts, assisted with month & year end data entries
- Knowledge to change sales tax rates within ERP system, Requested for Installers Time Sheet be phone savvy vs paper sheets
- Process all Payroll, paid withholding taxes, processed 401k & 5500 forms, monitored vacation & sick, data entry for onboarding, term final check calculation, calculated pay increases and commissions salaries, insurance benefits, submitted 941 forms quarterly & SUTA / FUTA annually

EDUCATION

Parks College, Aurora, CO- GPA 3.45

Associates Degree in Accounting & Computer Applications

Graduated 2004

Skills / Accomplishments

I can be taught new ideas / processes, I pick up new ERP systems for the position, I have implemented improvements on vendors, A/P, A/R, installer time sheets processes, I have supervised the Accounting department, and have maintained great customer service throughout my career.