

# Chance Baker

Fort Lupton, CO

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## Work Experience

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### **HR/Payroll/AP**

Boulder Post Acute - Boulder, CO

February 2023 to April 2023

Process all invoices

Process all new hires paperwork and put in payroll system

Process bi-weekly payroll

Process employee record changes.

Review and approve all employee time cards.

Review and process all garnishments/deductions

### **Human Resources/Payroll Specialist/Accounts Payable**

Adara living - Broomfield, CO

April 2017 to February 2023

- Process all invoices, weekly check runs and month end closing/reports
- Process/audit employee expense reports
- Setup/maintenance of vendor database and filing system
- Manage company credit card/petty cash
- Process payroll for 200+ employees - enter and tracking of all payroll garnishments and deductions
- Setup new employees in payroll system/timeclock
- Process employee benefit enrollments
- Employee retention
- New hire onboarding
- Set up and interview potential employees
- Process terminations
- Workers Comp Claims, FMLA,LOA
- Manage company recruitment system - posting open positions on various jobsites
- Weekly Covid testing for all employees
- Review and approve all employee timecards

### **Accounts Payable Specialist**

Autumn heights health care center - Denver, CO

September 2015 to April 2017

- approval processes of all accounts payable invoices/process all invoices for payment
- Reconcile monthly invoice statements.
- Research and resolve billing and invoice problems
- Process and fulfill check requests
- Process/audited employee expense reports, month end closing and reports

- Setup and maintenance of vendor database and filing system
- Responsible for spend down and sales/use tax

### **Assistant Manager**

Check Into Cash - Brighton, CO  
May 2010 to September 2015

Process loans  
Cash handling  
Collections  
Customer service

### Education

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#### **High School Diploma**

BRIGHTON COLLEGIATE HIGH SCHOOL - Brighton, CO

### Skills

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- ADP Workforce now/Payroll
- Great Plains
- Point Click Care
- Smartlinx payroll/time and Attendance
- MS Office (Word, Excel and Outlook)
- Workday
- ADP
- Accounts Payable
- Human Resources

### Assessments

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#### **Work style: Reliability — Proficient**

January 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

#### **Verbal communication — Proficient**

April 2023

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

#### **Protecting patient privacy — Proficient**

March 2023

Understanding privacy rules and regulations associated with patient records

Full results: [Proficient](#)

## **Spreadsheets with Microsoft Excel — Proficient**

August 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

## **Written communication — Proficient**

July 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

## **Work style: Conscientiousness — Proficient**

December 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

## **Recruiting — Proficient**

December 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

## **Call center customer service — Proficient**

March 2023

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

## **Management & leadership skills: Impact & influence — Proficient**

April 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

## **Technical support — Proficient**

January 2023

Performing software, hardware, and network operations

Full results: [Proficient](#)

## **Managing accounts in QuickBooks — Proficient**

November 2022

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

## **Attention to detail — Proficient**

February 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

## **Work style: Professionalism — Proficient**

December 2022

Tendency to be accountable, professional, open to feedback, and act with integrity at work  
Full results: [Proficient](#)

### **Technical support: Customer situations — Proficient**

March 2023

Responding to technical support situations with sensitivity  
Full results: [Proficient](#)

### **HR: Compensation & benefits — Proficient**

November 2022

Knowledge of compensation and benefits programs  
Full results: [Proficient](#)

### **Bookkeeping — Proficient**

January 2023

Calculating and determining the accuracy of financial data  
Full results: [Proficient](#)

### **Basic computer skills — Proficient**

April 2023

Performing basic computer operations and troubleshooting common problems  
Full results: [Proficient](#)

### **Principles of accounting — Proficient**

August 2022

Preparing financial records according to federal policies  
Full results: [Proficient](#)

### **Analyzing data — Proficient**

July 2023

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data  
Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

April 2023

Responding to customer situations with sensitivity  
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.