

Employment History

Payroll Manager

2021 - Current

Naropa University

- Responsible for processing the payroll for 600 plus employees
- Experience in exempt and non-exempt payrolls
- Responsible for filing all monthly, quarterly, and annual taxes
- Responsible for creating 941s, Schedule Bs, and W-2s
- Multi state payroll processing
- Responsible for filing Colorado based paid family medical leave
- Responsible for all internal and external audit related reporting
- Contributing factor to all payroll related budget compilation

Director of Payroll

2017 – 2021

Appliance Factory & Mattress Kingdom

- Responsible for processing the payroll for 550 plus employees
- Experience in exempt, non-exempt, timecard, and commission payrolls
- Responsible for maintaining all benefits, set up, changes, reconciliation, and terminations
- Responsible for post payroll reports (headcount, JE, property distribution, funding, etc.)
- Administer and audit the 401K program
- Responsible for multiple trend reports, for each payroll type
- Multi state payroll processing
- Responsible for all worker's comp injury reporting, FMLA, and HSA management

Payroll Manager

2009 – 2017

RED Development LLC

- Responsible for processing the payroll for RED Development, CityScape Salon, and BRAM
- Experienced in exempt, non-exempt, timecard, tips, and commission payrolls
- Responsible for maintaining all benefits, set up, changes, reconciliation, and terminations
- Responsible for post payroll reports (headcount, JE, property distribution, funding, etc.)
- Oversee and direct Administrative Assistances and Office Coordinators
- Audit 401K and Worker's Compensation
- File multi state reports quarterly, and BLS reports monthly
- Responsible for pulling quarterly leasing deals to calculate leasing bonuses
- Responsible for all census reporting, budgeting, and worker's comp cost estimation
- Responsible for running the wellness program, and travel coordinator for the local office
- Multi state payroll processing
- Responsible for all worker's comp injury reporting, FMLA reporting, EEOC reporting, and 401K management
- Responsible for HSA posting, FSA and DDC management
- Responsible for company Master Card and expense program management

AP/Payroll Specialist

2004 – 2009

Armac Inc. dba Horizon Stucco AZ

- Responsible for processing office payrolls and independent contractor payrolls
- Experience in piece work and commission payrolls
- Responsible for entering new employees, vendors, clients, setting up garnishments, health benefits, and 401Ks
- Responsible for matching POs to invoices, entering them under the correct GL codes and cutting checks
- Responsible for maintaining current licensing and insurance, on fleet vehicles
- Experience in creating Excel spreadsheets and Word documents
- Responsible for setting up new job numbers, with the appropriate GL percentages
- Experience in cash receipts entry

Payroll Specialist

2003 – 2004

Employer's Resource

- Responsible for processing multi-state payrolls.
- Experience in certified, labor, tips and allocations and specialty payrolls
- Responsible for entering new employees and clients, setting up garnishments and health benefits
- Answering the phone and sorting the mail as a backup to the receptionist

Payroll Coordinator

2002 - 2003

Circulation Technicians Inc

- Primarily responsible for payroll, reports generated by payroll, entering new employees, issuing checks to dismissed employees and filing
- Responsible for setting up any child support or other deductions from an employee's pay
- Answering the phone and sorting the mail as a backup to the receptionist
- Backup to processing the sales of the various newspapers sold by the sales staff
- Training various personnel in the process of payroll

Software Experience:

GEM VOIS, TOMAC, MAPPER, CIPPS, COMPUPAY, PAY PLUS, Corel, Eudora, Star Office, MAS 90, Crystal Reports, Epass, Profit, PAYCHEX, Paycom, ADP, ADP Workforce Now, Outlook and Microsoft software (Advanced Excel), Colleague, DocuSign, Cornerstone, Argos