

Cindy Otenberger

Greeley, CO 80634

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Seeking a challenging, growth-oriented position to utilize my payroll processing and accounting background.

Authorized to work in the US for any employer

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Work Experience

Staff Accountant

Hall-Irwin Corporation - Greeley, CO

August 2021 to Present

- Independently responsible for Payroll Department.
- Prepare, process, submit and distribute payroll.
- Address payroll concerns and process corrections as needed.
- Update payroll records.
- Ensure compliance with federal and state regulations.
- Processed and submitted state and federal taxes.
- Processed W2 1099 1095
- Prepare and distribute commission and bonus'.
- Responsible for workman's compensation payroll reporting.
- Respond to unemployment requests.
- Well versed with Labor Laws.
- Administer new hire orientation, everify and state reporting.
- Process employee paperwork and maintain personnel files.
- Process final pay.
- Assist with benefit enrollment.
- Assist with recruiting and onboarding.
- Create new jobs and cost codes.
- Process and distribute daily cash report.
- Bank reconciliation.
- Analyze, prepare and process journal entries.
- Process payables and cut checks as needed and on weekly basis.
- Prepare/analyze worksheets and financial statements.
- Complete adjustments and closing entries.
- Assist with budget preparation and ensure adherence.
- Approve requisitions and purchase orders.
- Prepared monthly and annual financial reports.
- Assisted with internal and external audits.
- Oversee invoicing process to ensure invoices are sent and payments are received.
- Reconcile invoices against services.
- Receive and process invoices and ensured accuracy and timeliness of payments.

Accounting/Payroll Administrator

Lindgren Landscape & Irrigation - Fort Collins, CO
January 2013 to March 2020

- Independently responsible for Payroll Department.
- Prepare, process, submit and distribute payroll.
- Address payroll concerns and process corrections as needed.
- Update payroll records.
- Ensure compliance with federal and state regulations.
- Processed and submitted state and federal taxes.
- Processed W2 1099 1095
- Prepare and distribute commission and bonus'.
- Responsible for workman's compensation payroll reporting.
- Respond to unemployment requests.
- Well versed with Labor Laws.
- Administer new hire orientation, verify and state reporting.
- Process employee paperwork and maintain personnel files.
- Process final pay.
- Assist with benefit enrollment.
- Assist with recruiting and onboarding.
- Prepare/analyze worksheets and financial statements.
- Complete adjustments and closing entries.
- Assist with budget preparation and ensure adherence.
- Approve requisitions and purchase orders.
- Prepared monthly and annual financial reports.
- Assisted with internal and external audits.
- Oversee invoicing process to ensure invoices are sent and payments are received.
- Reconcile invoices against services.
- Receive and process invoices and ensured accuracy and timeliness of payments.
- Research and resolve billing discrepancies (saved over \$800,000 in annual overcharges).
- Assist customers with invoice questions.
- Work with clients to resolve past due accounts.
- Familiar with FDCPA.
- Maintain filing and retention system.

Income Maintenance Technician III

Weld County Human Services
January 2012 to August 2012

Determine initial and ongoing eligibility for public assistance programs

Temporary Records Management Technician

Larimer County Human Services
August 2008 to January 2012

Prepare, scan and verify documents into retention system

Temporary Collection/Administrative Specialist

KS Recovery Solutions
May 2006 to August 2006

Locate debtors, negotiate payments, and collect on accounts

Administrative/Traffic Assistant/Receptionist

Regent Broadcasting

January 2005 to March 2006

Enter contracts, place advertisements, greet listeners, answer and forward calls, distribute mail

Accounting/Records Management Technician

Larimer County Human Services

June 2003 to July 2004

Research accounts, work closely with public to explain public assistance programs, prepare, scan and verify documents into retention system

Office Manager/Customer Service

EchoStar Communications

August 1996 to January 2003

Analyze, reconcile and maintain accounting reports, process and manage payroll, supervise staff, develop procedures, maintain personnel files

Employee of the month January 1997, May 2001 and July 2001

Administrative Assistant/Customer Service

First Data Corporation

August 1989 to January 1996

Prepare financial reports, create purchase orders, verify and approve invoices, process payroll, track time off/ accruals, distribute mail

Education

Associates of Occupational Studies in Business Administration/Accounting

Institute of Business and Medical Careers

Skills

- Accounts Payable
- Accounting
- Internal Audits
- Budgeting
- General Ledger Accounting
- Records Management
- Account Reconciliation
- Accounts Receivable
- Financial Report Interpretation
- Journal Entries
- Office Management
- Oracle (2 years)
- Kronos (2 years)

- Payroll (7+ years)
- Human Resources (7+ years)
- QuickBooks (2 years)
- Microsoft Excel
- Accounting software
- Landscape maintenance
- Microsoft Word
- Bank Reconciliation

Assessments

Spreadsheets with Microsoft Excel — Proficient

January 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Administrator — Proficient

February 2021

Personality and problem-solving skills

Full results: [Proficient](#)

Data entry: Accuracy — Proficient

April 2021

Entering data quickly and accurately

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Proficient

April 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Attention to detail — Highly Proficient

January 2022

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

Full results: [Highly Proficient](#)

Bookkeeping — Proficient

June 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

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