

Marti Rothrock

Payroll Administrator I

Greeley, CO 80631
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Offers experience of Payroll, Human Resources, Administrative Support and Executive Support with expertise in the following areas.

WORK EXPERIENCE

Payroll Administrator I

Contract by Agrium - 2016-09 - 2017-06

Contract - Payroll Administrator to Agrium, Inc.

G3 Professional Staffing & Services - Loveland, CO - 2015-03 - 2016-09

Payroll Specialist

JBS USA - Beef Plant - Greeley, CO - 2010-06 - 2015-02

Estimating/Plans Coordinator Administrator

Roche Constructors, Inc - Greeley, CO - 2007-01 - 2010-01

Office/Job Site Administrator

Hensel Phelps Construction Co - Greeley, CO - 2005-05 - 2007-01

Accounting & HR Administrator

Ace Hi Plumbing & Heating - Loveland, CO - 2004-11 - 2005-05

Payroll & HR Administrator

Rolling Plains Construction - Henderson, CO - 2000-03 - 2004-07

EDUCATION

Mankato State University - Mankato, MN

SKILLS

ADP, ADP Payroll, Citrix, Excel, Payroll

ADDITIONAL INFORMATION

- Employee payroll preparation for the execution of the bi-weekly payroll for the U.S. and Canada
- Payroll balancing to the General Ledger and SAP, including running the Payroll and GL Balancing
- Answering calls and case tickets/emails to maintain employee and client relations
- Maintaining and processing of all Vehicle Taxable Benefits for the U.S. and Canada
- Weekly processing of Off-cycles for direct deposits or manual checks for the U.S. and Canada
- Receiving, maintaining and transmittal of Child Support and Garnishment files for payments
- New employee orientation & personnel file maintenance
- Bank statement & GL reconciliation

- Benefits administration
- Multi-Company & Multi-State Payroll
- Multi-State Union set up and related reporting structures
- Accounts Payable and Receivables/Cash receipts
- Project set up and file maintenance
- Executive travel arrangements - Auto, Air, Hotel
- Business travel as required
- Notary Public

TECHNICAL SKILLS

- MS Word, MS Excel, SAP Payroll, Peoplesoft, ADP Payroll, Citrix/Kronos, Employee Timekeeping System (ETS aka: Emp Center), Payroll Time Entry System (PTE)