

# SARAH BOLT

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Results-driven, highly organized, and detail-oriented Payroll Officer and Human Resources Coordinator with a strong background in payroll processing and compliance as well as 5 years of experience in ensuring the efficient functioning of the Human Resources department, seeking a position to apply my knowledge and skills in accurately managing employee compensations, benefits, while ensuring adherence to all legal and regulatory requirements. I have had an impactful tenure with Office of the Governor, enabling and superintending Human Resources functions while addressing staff complaints, issues, and suggestions. I also have a proven record in collaborating with Human Resource managers and directors in establishing frameworks for optimizing employee productivity and workplace efficiency.

## EXPERIENCE

**JUNE 2019 - CURRENT**

### **PAYROLL OFFICER AND HR COORDINATOR**

OFFICE OF THE GOVERNOR, DENVER, CO

This position has responsibility for handling day-to-day payroll related activities for various departments within the Office of the Governor and provides HR support in the on and off boarding of employees, management of employee's benefits, and assists with employee time, hours, and leave matters. This position processes payroll transactions and maintains a complete and accurate record of transactions. This position enters and posts various transactions into the State of Colorado financial system, CORE as needed. This position provides technical assistance related to payroll matters. In the process of these duties this position will need to enter documents in the State's financial system, ensuring transactions are accurate and in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable State and Federal rules and regulations.

#### **Essential Duties and Responsibilities:**

- Process payroll for entire department – which includes updating staff records for fund changes and pay changes, data entry of new hires and terminated staff, and any updates needed as it pertains to the payroll of the staff
- Prepare any necessary journal vouchers or allocations related to payroll postings as needed
- Create/Modify/Delete payroll documents in CORE as needed
- Departmental Phone Directory and reconciliation of phone charges
- Serves as the department's timekeeping subject matter expert, provides timekeeping training to new employees and assists in the configuration and implementation of current and future timekeeping systems
- Reconcile monthly and biweekly payroll to gross pay
- Reconcile CPPS to CORE
- Maintain employee files
- Serve as the department's subject matter expert on the onboarding and off boarding process to ensure smooth process for staff
- Maintain an accurate Desk Manual
- Manages office keys
- Complete OIT forms for new and departing employees
- Manage the RTD EcoPass account, request passes for new employees
- Approve and process leave sharing requests

- Assists with Family Medical Leave (FML), ADA, Workers' Compensation (WC), Short-Term Disability (STD) and Leave Sharing Coordinator and Case Manager for assigned division(s). Position designates claims, develops and provides required notifications, tracks leave associated with FML, WC and STD, monitors return-to-work program and ensures required forms and requests are completed and received. Tracks Leave Without Pay (LWOP) for service adjustments. Process required KRONOS actions related to leave and work with payroll on issues related to leave.
- Works with Human Resources Director and accounting to maintain required records and files, including confidential medical files and information; ensures that all paperwork is included in the central leave management repository.
- Reviews and approves Personal Services Agreements and certifies contracts

**OCTOBER 2017 – JULY 2018**

**ACCOUNTS PAYABLE/ACCOUNTING TECHNICIAN II**

FRONT RANGE COMMUNIT COLLEGE, WESTMINSTER, CO

Matching Invoices to Purchase Orders & Receiving Reports, Entering Invoices, Batch Checks, Check Distribution Work on Accounts Payable related projects as a team or as an individual, the work could be college-wide or with the Fiscal/Accounts Payable. Provide guidance, supervisory support and direction for entering Invoices and insuring that all deadlines were met.

**MARCH 2017 – OCTOBER 2017**

**PAYROLL OFFICER/ACCOUNTING TECHNICIAN III**

COLORADO DEPARTMENT OF HUMAN SERVICES, DENVER, CO

Close monthly payroll, create and audit batches to ensure that state employees are paid correctly using Kronos, CPPS, as well as Document Direct and Access. Filed batch records after payroll closed. Terminated and hired employees within KRONOS as well as operate daily with CPPS. Verified records of employment for new hires as well as for terminated employees via CPPS and Kronos. Maintained a log, using Excel, to show unpaid leave and other deductions from the payroll. Responded to security requests for Kronos to ensure that the employee's passwords were set up correctly. Organized and executed the closing of payroll and balance each month after close. Provided guidance, supervisor support, and direction to the time keeper who assisted in all Kronos and FMLA requests and reports. Answer emails daily, phones on a regular basis, file, as well as assist in any extra tasks that may be have been assigned. Occasionally helped distribute and sort the incoming mail to the different agencies within CDHS, also made sure outgoing mail got to the mail room.

**JULY 2013 – JANUARY 2017**

**BUSINESS DEVELOPMENT CENTER AGENT/INTERNET SALES/OFFICE ASSISTANT**

PUEBLO TOYOTA, PUEBLO, CO

Customer service, answering phone calls in a multi phone line office setting, established relationships with new customers, maintained contact with existing customers through meeting, emails and by phone, effectively took care of relevant paperwork, maintained familiarity with used cars and stayed updated regarding vehicles on the lot, kept up to date on changes in pricing and different incentives. Provided guidance, supervisory support, directions and long term planning for the team of 5 internet sales and BDC professionals to ensure that sales were on the rise and customer service was the foremost important aspect of the job. Scanning service repair orders, scheduled service appointments and other receptionist duties

**DECEMBER 2012 – JULY 2013**

**ADMINISTRATIVE ASSISTANT**

ROADGEAR, INC, PUEBLO WEST, CO

Customer Service, answering phone calls in an office setting, pulling orders from the website, shipping orders, checking emails, processing orders through Ebay and Amazon and keeping up with daily clerical duties such as responding to clients via email and phone calls.

**AUGUST 2010 – FEBRUARY 2012**

**CUSTOMER SERVICE REPRESENTATIVE**

AT&T CALL CENTER, PUEBLO, CO

Customer service, answering phone calls at inbound call center, navigating through multiple computer systems to resolve customer billing and troubleshooting issues.

**JUNE 2008 – DECEMBER 2009**

**ASSISTANT SERVICE CORRINATOR**

PERFORMANCE BULDING SERVICES, DENVER, CO

Customer Service, dispatching, pulling service calls, preventative maintenance scheduling, operation of telephone system, meet regularly with management to evaluate and review the overall department performance, internal point of contact for RKMI service warranty calls, initial point of contact for customer service calls.

**EDUCATION/EXPERIENCE**

**MAY 2006**

**ASSOCIATES OF APPLIES SCIENCE (AAS) IN ACCOUNTING, PUEBLO COMMUNITY COLLEGE**

Need to complete 2 courses to receive an Associate’s Degree in Accounting. Complete coursework includes all required accounting classes including Payroll and Peachtree accounting, Business Law, Introduction to Business, Economics, and Principles of Management

7 years of Professional accounting experience (2017-2024)

4 years of Human Resources experience (2019 – 2024)

**SKILLS**

- CPPS
- Kronos
- Document Direct
- OnBase
- Typing 50+ words per minute
- Great Plains Dynamics
- Time Highway
- Banner
- BDM
- HRDW
- DocuSign
- Microsoft Suite
- Google Suite
- Exceptional oral and written communication
- VinSolutions
- Dealer Track
- Dealer Daily