

Tricia L. Glann
TrishLM@aol.com
Cell: 720-938-2201
7070 Simms Street #104
Arvada, CO 80004

EDUCATION

Harrison College, Online Division 2007-2008
Associate's Degree in Accounting
4.0 GPA
Dean's List 8 quarters

SKILLS/STRENGTHS

Exceptionally detail oriented
Skilled multi-tasker
Extremely accurate with numbers
Experienced with payroll software conversions
Knowledgeable with Microsoft Office (Excel, Outlook, Power Point)
Strong communication skills with all levels of employees (executive to laborers)
Great active listener
Excellent at process improvements

RELATED JOB EXPERIENCE

SETPPOINT SYSTEMS CORPORATION Littleton, CO

01/22-08/22

Contract Administrator/Accounting Assistant

Helped controller develop new processes for accounting department
Manually created 1095-c's and filed with the IRS
Reconciled and generated 940, 941's, state and local tax returns
Assisted in addressing and resolving multiple delinquent tax notices
Input new projects, change orders, and re-estimates into Computer Ease software including projected costs, gross margins, and labor estimates
Reviewed new contracts for crucial details such as scope, liquidated damages, required bonds, and additional government requirements
Cleaned up backlog of missing items by obtaining fully executed copies of numerous contracts from customers
Assisted with billing and accounts receivable
Trained other employees on processes in Computer Ease

LUMIN8 TRANSPORTATION TECHNOLOGIES/WL CONTRACTORS Arvada, CO

09/18-04/21

Payroll Administrator

Processed full-cycle weekly payroll for 150 employees
Navigated multiple construction software platforms to merge payroll data (Heavy Job, Computer Ease)
Assisted with human resources functions such as performing new employee orientations and handling terminations
Helped administer company benefits such as 401(k) plan, health insurance, and dental insurance plan
Reported certified payroll (Davis-Bacon wages) using LCP tracker web site and manual WH-347 forms
Resolved employee payroll questions and issues as well as any certified wage discrepancies
Handled wage garnishments and child support orders
Completed training sessions for ADP Workforce Now to begin software conversion and merger with other companies

CFO COLORADO ACCOUNTING & TAX SERVICES Highlands Ranch, CO

05/16-03/18

Payroll Specialist

Processed multi-state payroll for accounting firm's clients
Assisted with a major payroll software conversion in 2016 to Accounting CS
Submitted tax payments timely via EFTPS as well as online for various state entities
Set up new withholding and unemployment payroll tax accounts in several states for clients

Contacted IRS and state tax agencies to resolve tax notices and other issues
Generated 940's, 941's, W-2's, state unemployment, and state withholding tax returns for multiple states
Processed daily ACH files for direct deposit

PAYROLL 1, INC./HEARTLAND PAYMENT SYSTEMS Denver, CO

Payroll Specialist/Team Lead

05/13-05/16

Processed multi-state payroll for over 200 clients (1000 employees)

- Answered payroll tax questions for clients
- Built and maintained excellent client relationships for high client retention
- Assisted in recruiting and hiring new candidates
- Served as branch team leader for 10 months
- Helped train new specialists

PRIMEPAY, INC. Indianapolis, IN

10/06-03/13

Payroll Specialist

- Processed multi-state payroll for over 340 clients in numerous industries (2000 employees)
- Juggled multiple tasks daily in a high-volume call center environment
- Set up and tracked wage garnishments and child support orders
- Handled complaints professionally via e-mail and telephone
- Advised clients by explaining their payroll and tax documents in detail
- Filed 941's, state unemployment reports, and W-2's timely
- Submitted daily ACH files to multiple banks

MEDQUIST, INC. Englewood, CO

11/99-10/06

Payroll/Billing Analyst

- Processed semi-monthly payroll for over 800 employees and billing for 75 clients twice a month
- Met very tight deadlines on a regular basis
- Conducted cost analysis on clients and employees to ensure our region was profitable
- Learned ADP Enterprise E-time
- Processed new hire packets and wrote introduction letters for new employees
- Performed very detailed data entry with multiple pay policies
- Traveled to offices around the country to train on payroll procedures and consolidate locations