

Sarah Cottle

Payroll Accountant

Rocky Point, NC 28457

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Professional Summary

Assistant Production Payroll Accountant
Freelance Film Production - Remote October
2020 to Present

- Colin in Black and White 10.2020-04.2021
- Violence of Action 03.2021-04.2021
- IAV 06.2021- August 2021
- Ultraviolet and Black Scorpion S1- August 2021- March 2022
- Burial January 2022- May 2022
- Rookie: FEDS May 2022- April 2023
- Oh What Fun April 24- August 2024

Duties included:

- Breaking and processing timecards in accordance with union contracts, federal and state laws.
- Editing processed payroll, and creating any adjustments necessary.
- I worked closely with crew members with any questions and concerns from completing start work to resolving or explaining their pay breakdowns.
- Creating start packets, verifying I9's and submitting I9 documentation through e-verify.
- Data entry and filing

Authorized to work in the US for any employer

Work Experience

Assistant Production Payroll Accountant

Freelance Film Production-Remote

October 2020 to Present

- Process film production payroll on high volume series.
- Verify I9's
- Keeping immaculate and up to date filing.
- Follow contract regulations along with federal and state labor and wage laws to accurately process crew payroll.
- Process start paperwork.
- Experience and highly skilled with start plus, smart time, smart start, hours/start+, ESN, Greenslate, Scenechronize, ADP and showbiz.
- Constant contact with crew members to ensure all necessary documentation for process.

Paymaster

Entertainment Partners-Wilmington, NC
October 2011 to June 2020

Staff Paymaster

- Calculate, input and audit union and non-union payroll for the cast and crew on multiple film productions averaging 700 time cards each week.
- Input and keep records of employee start information for each of my separate clients/productions. Perform stop payments, set up direct deposit, 401k and other deductions for employees. Process pay adjustments and reports for payroll and employee/and production earnings.
- Calculate benefits and fringes.
- Process office A/P and also inventory office supplies. I conduct the e-verify process for all new hires in the NC EP office, not just my own "shows".
- Maintain daily contact via email and phone with my clients and assist other clients in the absence of their paymaster.
- Submit deposits to our headquarters.
- Proficient in E-verify and I-9 regulations and laws
- Use of excel to create reports.
- Maintain excellent client relationships.
- Knowledgeable on EP Smart Start and Smart Time.

Air Transportation Journeyman

United States Air Force Reserves
November 2009 to November 2014

- Assisted in the logistical readiness mission of United States military by using large industrial equipment (ex. 60k loader, 10k AT forklift) to load cargo planes with Conexus' and 10k pound pallets for air transport.
- Participated in the ceremonious unloading and loading of fallen service members coming back home.
- Calculate weights and balances for "wheeled cargo"
- Secured all cargo once loaded into the aircraft, as well as built and secured the pallets and other cargo before loading; processed flight manifest.
- Loaded passengers for transport on military and civilian crafts as well as their luggage.
- Performed fleet services to the jets.

Pharmacy Technician

Rite Aid-Mount Olive, NC
June 2008 to October 2011

- Input incoming prescriptions
- Maintaining patient records
- Filled prescriptions for pharmacist review by processing prescriptions through insurance, labeling and counting medications (as well as mixing compounds as needed).
- Ringing up customers for prescriptions and retail merchandise.
- Inventory
- Assisting the front of the store when needed by running the registers and helping stock inventory.

Education

business

James Sprunt Community College Kenansville - Kenansville, NC

2009 to 2010

general

Mount Olive College - Mount Olive, NC

2007 to 2008

High school diploma

North Duplin Jr Sr High School - Calypso, NC

2003 to 2007

Skills

- Guest services
- English
- Accounting software
- Clerical experience
- Accounting
- Microsoft Office (10+ years)
- Salesforce
- ADP (6 years)
- Data entry
- Phone Etiquette
- Customer service
- Pharmacy Technician Experience
- Windows
- 10 Key Data Entry
- Organizational skills
- Payroll
- Communication skills
- Data analysis skills
- Typing
- Computer literacy

Military Service

Branch: Air Force Reserves

Service Country: United States

Rank: SrA; E4

November 2009 to November 2014

Additional Information

SKILLS

- Proficient in excel, word, power point and ADP and general clerical work.
- Reliable team player.
- Expert in typing and 10 key
- Problem-solver
- Ability to multi-task and work under pressure to meet deadlines.
- Use logic and reason to identify strengths, weakness, conclusions and solutions.
- Able to communicate and convey information effectively.
- Quick learner, easily adaptable to changes and new situations.
- Excellent with client relations.