

Sage Tomskey
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Career Objective:

Versatile and detail-oriented accounting professional with a Bachelor's degree in Accounting and hands-on experience providing contract bookkeeping services to clients across multiple industries. Skilled in managing full-cycle accounts payable and receivable, reconciling bank accounts, and preparing and filing sales tax returns. Committed to delivering accurate, timely financial records and supporting clients in maintaining strong fiscal health. Seeking to contribute my expertise to a forward-thinking organization or client base in need of dependable, results-driven accounting support.

Education:

Bachelor of Science in Business, Emphasis in Accounting
University of Colorado Colorado Springs (UCCS)

Professional Experience:

SSR Mining- Cripple Creek & Victor | Cripple Creek, CO

May 2025-Present

Recruiter

- Manage full-cycle recruitment for all roles across the gold mine, including hourly, salaried, technical, operational, and administrative positions.
- Collaborate with department heads and hiring managers to understand workforce needs and create targeted job descriptions and postings.
- Source qualified candidates through various channels such as job boards, social media, employee referrals, and local partnerships.
- Screen resumes, conduct initial interviews, and coordinate interviews with hiring teams to ensure a smooth selection process.
- Extend offers and manage the onboarding process to ensure a positive new hire experience.
- Attend and represent the gold mine at local and regional career fairs, trade school visits, and hiring events to attract top talent.
- Build and maintain relationships with community organizations, vocational schools, and workforce development programs to support local hiring initiatives.
- Promote the company's employer brand through active participation in community engagement efforts, outreach programs, and social responsibility events.
- Maintain accurate recruitment records, metrics, and reports to track hiring progress and support compliance with internal and regulatory requirements.

- Ensure recruitment practices align with the company's diversity, equity, and inclusion goals, as well as local labor laws and safety standards.

Mountain Memorial Funeral Home | Divide, CO

Nov. 2024- April 2025

Accountant (Contractor)

- Utilize QuickBooks Desktop to manage daily accounting operations for the funeral home.
- Manage Accounts Payable including entering vendor bills accurately and timely, process payments via check, ACH, or other approved methods, and maintain up-to-date and organized vendor records.
- Manage Accounts Receivable that includes creating and issuing customer invoices in accordance with service agreements, record and apply customer payments accurately, and monitor aging reports and follow up on past-due balances to ensure timely collections.
- Conduct monthly bank reconciliations for all checking and savings accounts.
- Reconcile assigned balance sheet accounts monthly, including prepaid expenses, accruals, and credit card statements.
- Support month-end and year-end closing processes, including journal entries and financial reporting.
- Maintain accurate financial records in compliance with internal policies and applicable accounting standards.
- Ensure the confidentiality and sensitivity of financial information related to client families and services.

Financial Talent Group | Colorado Springs, CO

Nov. 2024- April 2025

Recruiting Manager

- Lead the full-cycle recruitment process including sourcing, prescreening, interviewing, and selecting candidates across various functions and job levels.
- Effectively communicate the company's values, mission, and culture to all candidates throughout the recruitment lifecycle.
- Serve as the first point of contact for candidates and maintain ongoing engagement to ensure a positive candidate experience.
- Ensure open positions are filled in a timely and cost-efficient manner with qualified and capable candidates.
- Proactively source candidates through diverse channels including networking events, online job boards, social media, employee referrals, and third-party recruiting agencies.

- Screen and evaluate resumes to curate a qualified slate of candidates aligned with role requirements and client expectations.
- Prioritize building and presenting diverse candidate pools to hiring managers or clients, fostering inclusive hiring practices.
- Partner with hiring managers and clients to understand job requirements and tailor recruitment strategies accordingly.
- Prepare and recommend competitive salary offers in line with internal compensation guidelines and market benchmarks.
- Act as a liaison between clients and the firm, ensuring clear communication and alignment throughout the recruitment process.
- Manage and maintain strong working relationships with external recruitment agencies and third-party staffing vendors.
- Track and report recruitment metrics to assess effectiveness, optimize hiring strategies, and inform key stakeholders.

The Bradsby Group | Denver, CO

Oct. 2023-Oct. 2024

Executive Recruiter- Accounting & Finance

- Collaborated closely with hiring managers to assess recruitment needs and develop tailored hiring strategies for each position.
- Identified, attracted, and sourced top talent through various niche platforms, including LinkedIn Recruiter and specialized job boards.
- Build effective sourcing strategies targeting inexperienced candidates nationwide, with a focus on generating high-quality leads.
- Collaborate closely with firms to identify ideal candidate profiles, execute sourcing tactics, and continually assess and optimize recruitment approaches.
- Pre-screen candidates, ensuring they meet key qualifications, and facilitate introductions to local hiring managers and executives.
- Identify and capitalize on recruitment marketing opportunities, deploying tailored strategies to attract candidates.
- Work with various internal business teams on projects, programs, and recruitment strategies to ensure alignment with organizational goals.
- Managed job postings across the company's career website and relevant external platforms to maximize visibility and reach.
- Oversaw the complete recruitment process, including pre-screening, interview scheduling, offer negotiations, background checks, and onboarding.
- Coordinated background verifications in accordance with company policies and maintained effective follow-up communications with candidates and hiring managers.

- Provided regular updates and insights to hiring managers regarding candidate progress and market trends, fostering transparent communication.
- Partnered with HR Business Partners and Talent Development teams to enhance internal mobility and support key organizational initiatives.
- Developed and maintained a robust pipeline of qualified candidates, leveraging innovative sourcing techniques such as networking events, talent communities, and employee referrals.
- Ensured an exceptional candidate experience throughout the recruitment process, actively seeking and incorporating candidate feedback to refine the hiring journey and build long-term relationships.
- Utilized Bullhorn to manage candidate pipelines, track progress, and streamline communication with clients and candidates.

Robert Half Talent Solutions | Colorado Springs, CO

May 2021- July 2023

Recruiting Manager for Finance & Accounting Permanent Placement

- Develop and implement effective recruitment strategies and plans to attract qualified candidates.
- Source, screen, and evaluate resumes and applications to identify potential candidates for various positions.
- Conduct interviews and assess candidates' qualifications, skills, and cultural fit.
- Maintained and updated candidate records in Salesforce, ensuring accurate tracking of recruitment metrics and client interactions.
- Sourced and screened high-caliber executive candidates through LinkedIn Recruiter, ensuring alignment with client requirements and company culture.
- Collaborate with hiring managers to understand their staffing needs and requirements.
- Provide guidance and support to hiring managers throughout the recruitment process.
- Coordinate and schedule interviews with candidates and hiring teams.
- Conduct reference checks and background screenings on potential candidates.
- Negotiate job offers and present them to selected candidates.
- Maintain accurate and up-to-date records of recruitment activities and candidate data.
- Utilize various recruitment channels, including job boards, social media, and professional networks.
- Stay updated on industry trends and best practices in recruitment.
- Build and maintain relationships with external recruitment agencies and other talent acquisition sources.

- Develop and maintain a talent pipeline to ensure a continuous pool of qualified candidates.
- Monitor and analyze recruitment metrics to evaluate the effectiveness of recruitment efforts.
- Develop and deliver training programs for hiring managers on effective recruitment techniques.
- Ensure compliance with relevant employment laws and regulations throughout the recruitment process.
- Participate in career fairs, industry events, and other networking opportunities to promote the organization and attract top talent.
- Contribute to employer branding initiatives to enhance the organization's reputation as an employer of choice.

Kozleski CPA's P.C. | Woodland Park, CO

August 2019-May 2021

Accountant & Tax Specialist

- Oversaw financial management for 30+ client accounts across various industries, providing comprehensive financial services tailored to each client's needs.
- Calculated and prepared accurate monthly, quarterly, and annual sales tax returns for multiple clients, ensuring full compliance with state and federal regulations.
- Managed and prepared AR Aging reports, providing regular updates to senior leadership on customer account statuses. Implemented and improved KPIs such as reducing the percentage of invoices past due and shortening days sales outstanding (DSO).
- Collaborated closely with client sales teams to verify the accuracy of billing schedules. Reconciled any discrepancies to ensure proper revenue recognition and accurate invoicing.
- Administered clients' accounts payable through Bill.com, communicating with customers and vendors to ensure timely payment processing and issue resolution.
- Scheduled and conducted regular meetings with clients to provide updates, discuss financial performance, and address any concerns or questions regarding their accounts. Provided strong customer service, ensuring clients receive positive and actionable insights into their financials.
- Maintained and established both QuickBooks Online and Desktop systems for clients. Analyzed financial data and made appropriate accounting adjustments to ensure accuracy in all records.
- Reconciled bank statements, managed employee payroll, and prepared payroll tax returns, ensuring compliance with federal and state requirements. Printed, delivered, recorded, and reconciled payroll accurately.

- Generated monthly, quarterly, and annual financial performance reports, providing insights into financial health for senior leadership and clients.