

Accounting & Payroll Administrator

ROBERT SMITH

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Objective

Accounting & Payroll Administrator with more than fifteen years of experience in the accounting field including payroll accounts receivable and accounts payable. Thorough knowledge of ADP PCPW and Payforce, ADP Workforce Now, Reportsmith, ADPR, and some Oracle experience. A dedicated team player who has a sense of urgency and can produce large volumes of work with accuracy. To secure a position which allows flexibility and growth, in a professional environment, that allows me to utilize my talents and abilities to the fullest.

Skills

Payroll Administration, Security Administration, 401k Plan Administration, Payroll Conversion, Accrual Conversion, Excel, Microsoft Word, Peachtree, Quicken

Work Experience

Accounting & Payroll Administrator

ABC Corporation - September 2015 - Present

- Organizing and coordinating all aspects of relocating employees throughout the country.
- Executing all post-processing audits to validate payroll accuracy and promptly make any necessary adjustments.
- Processing wage garnishments and liens in accordance with federal and state laws in 32 U.S states and Canada.
- Uploaded all payroll GL files and reports from the ADP payroll processing system and providing these reports to the accounting team.
- Managing the distribution of paychecks/pay statements to employees, as well as distributing payroll reports to the store managers.
- Processing and completing all payroll related tax reporting, including weekly, monthly, quarterly and year-end tax reports and payments.
- Completing all duties necessary to process weekly office payroll as well as weekly union personnel payroll while using Timberline construction software.

Sr. Payroll Coordinator

ABC Corporation - June 2003 - September 2015

- Processed multi-state payroll for 3800+employees on a bi-weekly basis assisted with the implementation of new systems and software conversions.
- Converted from an in-house payroll using Cost point/Deltek to using an in house electronic timesheet system with processing through ADP PCPW.
- Processed off-cycle payrolls, manual checks, stock options, fringe benefits, etc.
- Gathered and reported taxable items to employees records to update w-2s bi-weekly and monthly reporting to the HR and GL department.
- Monitored/reconciled leaves balances process all labor using an electric timesheet system using an in house version and Oracle time and labor.
- Reconciled all timesheets and handled labor adjustments.
- Assisted the HR personnel with payroll related inquiries.

Education

The license in Real Estate - 1997(San Jacinto College)Diploma - (Crosby High School)