ROBERT SMITH

**Finance/Payroll Administrator**

**info@qwikresume.com | https://Qwikresume.com**

A dedicated, motivated, and experienced Finance/Payroll Administrator with over 7 plus years of experience who produces quality work in a timely and efficient manner. Expertise includes exceptional written and verbal communication, detailed organization, and the ability to multi-task. Proficient in Microsoft Excel, Word, and Outlook. Dedicated professional committed with an effective combination of organizational communication and analytical skills. Ability to master new materials and procedures quickly.

**JUNE 2015 – PRESENT**

## FINANCE/PAYROLL ADMINISTRATOR - ABC CORPORATION

* Maintaining HR/Payroll for nine multi-jurisdiction company codes, for 500 plus employees.
* Communicating with clients and employees, understanding their payroll related issues and offering easy payroll solutions.
* Maintaining and verifying employee working hours on a daily and weekly basis and generating the employees payroll accordingly.
* Creating payroll funding and GL account reconciliation through ADP interface which includes setting up aba direct deposits, processing wage assignments, calculating vacation and sick accruals.
* Processing new hires, timesheet, terminations, garnishees and other deductions, processing discretionary bonus amount into employees pension account annually.
* Responsible for running reports and entering 401k contribution into American funds per pay period.
* Responsible for all verifications of employment for current and former employees.

**NOVEMBER 2011 – JUNE 2015**

## JUNIOR PAYROLL ADMINISTRATOR - ABC CORPORATION

* Prepared and processed weekly payroll. Tracked and deducted all garnishments, union deductions, and other special payroll deductions.
* Established and maintained employee records. Assisted with the employee onboarding process.
* Coordinated monthly multi-jurisdictional union reporting.
* Assisted with quarterly and annual payroll tax returns and annual W-2reporting.
* Maintained wage schedules to ensure compliance with prevailing wage schedule.
* Prepared weekly certified payrolls. Prepared monthly and annual benefit reporting.
* Input bonuses and other special payments as needed.

# EDUCATION

Accounting - September 1997(Drake College)Design Drafting &amp; Computer Graphic - September 1995(Queens Borough Community College)Diploma in Law And Communication - February 1991(August Martin High School)

# SKILLS

Outlook, Paychex, ADP Enterprise E Time, ADP Time And Attendance, ADP Pay Expert, ADP Benefit Accrual, 10 Key, Postage Meter, General Ledger Payroll Journal Entry

2