

ROBERT SMITH

Finance/Payroll Administrator

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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-2 reporting.
- 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 & 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