ROBERT SMITH

**Payroll Officer**

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

Seeking a Payroll Officer position, Responsible for all accounts payable, all payroll deductions for the department, and its employees, making sure all the paychecks are correct trouble.

**SEPTEMBER 2008 – JUNE 2008**

## PAYROLL OFFICER - ABC CORPORATION

* Performed teller transactions such as, cashing checks, cash withdrawals, money orders, cashier checks, cash advances, process loan payments, credit card payments, and opened and closed accounts.
* Greeted customers, answered telephones, and assist customers with over the phone transactions.
* Used Microsoft Word and Outlook.
* Faxed, photocopy, scanning, email, filing and typed letters and memos.
* Used Pitney Bowes machine to stamp and seal outgoing mail.
* Distributed incoming mail to appropriate departments.
* Set up and processed payroll for members.

**2004 – 2008**

## PAYROLL OFFICER - DELTA CORPORATION

* Personnel officer, administrator, and HR officer.
* Maintained documentation for the companys employees, including health care benefits, vacation days, sick time, bonuses, and retirement packages.
* Responsible for salary calculation and submission of tax returns (monthly and annually), social security for local and international staff.
* Prepared all relevant payroll documents(starts from receiving daily timesheet, encode, printing, checking man-hour, distributing the employee monthly.
* The position is responsible for organizing and implementing the e-payment program and for reviewing the monthly NCAS report of 1099 flagged transactions.
* The position is responsible for answering questions to senior-level management, other departmental employees, and the staff at the department of revenue.
* Responsible for the reparation, submission of an annual financial statement, and resolution of outstanding issues as they occur, prepare a monthly.

# EDUCATION

High School Diploma

# SKILLS

MS Office, Payroll, Math Skills.

2