

# ROBERT SMITH

## Payroll Officer

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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

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## **SKILLS**

MS Office, Payroll, Math Skills.