

Robert Smith

Payroll Officer

CONTACT DETAILS

1737 Marshville Road,
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www.qwikresume.com

PERSONAL STATEMENT

Demonstrated ability to effectively plan, coordinate, and meet deadlines for multiple projects. Possess strong oral and written communication skills. Resourceful and able to drive results. Maintain a service relationships with multiple clients and add value to service organization objectives. Proven project management and problem resolution skills. Familiar with project management concepts and leading project teams. Proficient with UNIX, Word, Excel, PowerPoint, and Paychex Preview Payroll. Experienced with Access, ADP Payroll, and PeopleSoft.

SKILLS

Supervisor, Inventory Manager, Quality, Accounting.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

WORK EXPERIENCE

Payroll Officer

ABC Corporation - July 2000 - July 2000

Responsibilities:

- Responsible for all functions related to processing payroll and payroll taxes using ADP software for several locations in multiple state/local jurisdictions and overseas employees.
- Reconciled and prepared all payroll related bank transactions (401k; federal, state, and local liabilities; direct deposits).
- Reconciled payroll bank accounts and 401k contra accounts.
- Reconciled all year-end and quarter-end payroll reports including W-2s and W-2cs where appropriate.
- Reconciled employee vacation/sick leave balances and accruals.
- Set up and maintained benefit accrual reports (vacation, sick and 401k) in ADP.
- Answered all inquiries related to payroll and payroll tax issues from employees, state and federal agencies, workers compensation providers, payroll provider, internal departments and head office in Singapore.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Payroll Officer

Delta Corporation - 1998 - 2003

Responsibilities:

- Managed payroll, records, and database for Qantas Airlines and partner airlines such as British Airways and Air Pacific; Maintained and produced.
- Processed accounts payable for over 1000 employees Entered hiring applications into the company accounting database Answered phones and helped.
- Managed and responded to all correspondence and inquiries from customers and vendors.
- Entered financial information and payments to guarantee that employees and vendors were paid accurately and on time.
- Entered direct deposit information for employee paychecks.
- Preparation of administrative payroll, statutory payments, reconciling monthly deduction and payments, journalized payroll transactions, and post to.

- Audit payroll details for accuracy.

Education

GED