Robert Smith

**Payroll Officer**

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# SUMMARY

Payroll Officer professional with 14 years of experience working in the human resources industry actively seeking a position where I can apply my experience and skills. I have dedicated my career path to human resources in house and outsourced.

# SKILLS

Microsoft Office, Enterprise Software, Lotus Notes, Peoplesoft, Siebel.

# WORK EXPERIENCE

## Payroll Officer

ABC Corporation ­ April 2002 – July 2020

* Served as payroll officer and client support.
* Intricately involved in the companys growth.
* Ensured the efficient day-to-day running of client relationships and operations and provide confidential support to the president, director of operations, and treasury management.
* Assisted with HR functions, such as troubleshooting payroll and employee benefits issues.
* Handled financial matters, including Accounts Payable.
* Trained and supervised temporary and new employees throughout tenure.
* Provided continuous support and client care.

## Payroll Officer

Delta Corporation ­ 2000 – 2002

* Processing of employee wages and payroll including weekly conference with centralized payroll and audit services.
* Increased productivity and teamwork by providing training and coaching to less experienced

staff Ensured policy and SOX compliance by filing all.

* Improved the turnaround time and accuracy of payroll system through the introduction of SAP Ensured morale and met quarterly targets in a timely.
* Processed payroll for 5 separate entities (weekly, bi-weekly, salary).
* Processed direct deposits Maintained and organized personnel files.
* Processed new hire paperwork Knowledge of federal, state, and local wage and hour laws Prepared monthly, quarterly, and yearly payroll tax returns.
* Processed Payroll and Human Resources Functions for 100 + employees, both Domestic and

some International using ADP PCPW Executed semi-monthly.

# EDUCATION

BS