

# 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