

# ROBERT SMITH

## Payroll Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Experienced Payroll Administrator with a thorough understanding of payroll's impact and alignment with current business practices. My experience has provided a varied skill set which includes all functions of processing of biweekly and weekly payroll for over 250 employees, tax reporting, withholdings, and journal and accounting entries. Highly proficient in the use of ADP interfaces, Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and SAP. Ability to work effectively under strict deadlines both independently and on a team. I am self-motivated, detail oriented and have the ability to problem solve.

### CORE COMPETENCIES

Microsoft Office, Google Docs, Asset Management, Concur, Time Keeping Management, Background Screening, Reporting, Administrative Duties

### PROFESSIONAL EXPERIENCE

#### Payroll Administrator

ABC Corporation - January 2016 – Present

##### Key Deliverables:

- Reviewing the work of other staff to ensure new hire packets are in compliance and process paperwork and applications comparing them to the company checklist.
- Setting up and modifying the employee tax data, ensuring sure to set up all applicable tax localities.
- Maintaining garnishment files for employees and agencies and setting up garnishments in employee records.
- Maintaining and creating spreadsheets, calendars, reports, and utilize other software in the database.
- Addressing email inquiries from employees and other departments on a daily basis and in a timely manner.
- Managing the payment and reconciliation of taxes on a pay period, monthly, quarterly and annual basis.
- Preparing and running reports from various databases to ensure all job hours are at daily, weekly, and monthly quota.

#### Payroll Administrator

ABC Corporation - June 2009 – January 2016

##### Key Deliverables:

- Checked and approved timekeeping records and consulted with employees regarding any discrepancies.
- Updated any employee profile changes including tax withholdings, address, direct deposit accounts, and benefits.
- Entered new hire information into ADP and the accounting software, Deltek Vision.

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- Recorded and processed payroll through ADP.
- Kept the benefit batches up to date. Helped to maintain standard operating procedures for processing payroll and Vision entries.
- Sent weekly reports to benefits department, reporting all new hires and terminations.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

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- DIPLOMA - 2008 (Woodlands High School - Hartsdale, NY) Assoc in Liberal Arts - (Oakland Comm. College)