

ROBERT SMITH

Accounts Payable / Payroll Administrator

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SUMMARY

An accomplished Accounts Payable / Payroll Administrator offering well-diversified experience in the areas of Payroll/Benefits, Human Resources, and Customer Service. Major strengths in organization, attention to detail, as well as verbal and written skills. Exercises exceptional judgment and works independently. Promotes positive work environments and contributes as a cooperative team player.

SKILLS

Accounting, Payroll Administrator, General Manager, Department Manager, Excel, Quickbooks, Employee Relations, Customer Service, Accounts Payable & Receivables, Inventory Controller

WORK EXPERIENCE

Accounts Payable / Payroll Administrator

ABC Corporation - August 2008 – August 2018

- Maintained and examined the payroll records for T-19, Medicaid, state of Arizona and CSPA regulations.
- Executed daily operations of maintaining payroll entries, A/P, A/R and other duties related to accounting.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Developed, implemented, modified, and documented record keeping and accounting systems, making use of current computer technology.
- Reconciled errors to maintain payroll records, using computer and calculator.
- Compiled payroll data such as hours worked, sales and piecework, employee identification number and taxes, insurance and union dues to be withheld.

Payroll Administrator - Contractor

ABC Corporation - July 2007 – August 2008

- Processed payrolls on a bi-weekly basis. Responsible for the day-to-day payroll processes to ensure timely and accurate processing.
- Inputted and/or uploaded and verified all payroll entries including deductions, earnings, gross-ups, manual checks, new hires, terminations, adjustments and manual checks in the payroll system.
- Verified changes made by employees on the Workday Employee Self Service system as it relates to payroll.
- Responsible for creating, reviewing and analyzing pre-transmission and post-transmission payroll audit reports.

- Assisted HR Business Partners at all locations and problem solving to achieve resolutions regarding payroll issues impacting payroll and HR.
- Assisted in the testing of all payroll related system enhancements and improvements
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Computer Science - 2006 (Interamerican University Of Puerto Rico - Ponce, PR)DIPLOMA - (Woodlands High School - Hartsdale, NY)Assoc in Liberal Arts - (Oakland Comm. College)