

Robert Smith

Payroll Administrative Associate

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Invoice management
and financial reporting.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

To obtain a position that will result in effectively contributing to the growth of your organization. My dedication to expand my knowledge will allow me the opportunity to offer my experience in exchange for your company's success. Processional Experience.

WORK EXPERIENCE

Payroll Administrative Associate **ABC Corporation - 2010 - Present**

Responsibilities:

- Responsible for the accurate and timely preparation, verification, calculation, and processing of payroll tax data entry and adjustment activity for salaried and hourly employees.
- Interact with various internal and external contacts to update or correct tax data entered into the Unified Personnel Payroll Services System (UPPS), and prepare to adjust entries as necessary.
- Key Contributions Utilize UPPS to process and analyze tax entries for stock options and weekly error reports.
- Maintain files of supporting documentation in regard to stock options entries.
- Audit reports for accuracy, review for approval, and process as necessary to ensure proper taxation.
- Maintain W2 hotline by responding to employee calls by correctly answering or facilitating W2 inquiries, providing copies or W2s as requested, as well as collection and remittance for a deposit of W2 reprint fees.
- Process payroll adjustments, such as excessive or incorrect taxes withheld.

Administration Associate

ABC Corporation - November 2006 - May 2009

Responsibilities:

- Completed training in team building projects
- Helped refine safety protocol flip charts for injuries on the job
- Maintained all safety training data
- Refined paperwork procedures to make job flow more progressive
- Facilitated computer safety training
- Licensure, Certifications & Affiliations
- Call screening for executives managing a multi-line phone system including voicemail.

Education

Degree - (SAN ANTONIO COLLEGE - San Antonio, TX)