Payroll Account Manager

ROBERT SMITH

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Objective

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization. I must find a company that is offering a long term position from which I can retire.

Skills

Microsoft Outlook, Managing, System Assistant.

Work Experience

Payroll Account Manager

ABC Corporation - 2015 – 2015

- Processed payroll for over 180 different companies in various industries.
- Processed tax payments, Ach uploads and OBC uploads.
- Interacted with employees on behalf of clients.
- Followed very strict processing times to ensure direct deposits were timely and correct.
- Managed 69 clients ranging from 4 to 329 associates.
- Scanned and indexed of documents, handling emails, phone calls from clients, verifying payrolls were processed properly and shipping documents to clients.
- Supported larger clientele with using the APP Online, a Cloud-based Payroll, HR, Time & Attendance system, and all internal software setup maintenance.

Payroll Account Manager

Delta Corporation - 2011 – 2015

- Setting up employee court ordered deductions of child support orders, levies, and wage assignments in compliance with Child Support Agencies, State .
- Performed Payroll banking functions Set-up employees for Direct Deposit sent ACH files to the bank, verified bank records on submission date and .
- Maintains payroll information by collecting, calculating and entering Update payroll records by entering changes in exemptions, insurance coverage.
- Provide back-office support for a specific client including paying employees, and providing customer support Created a new organization system for my .
- Received calls in a call center environment with heavy call volume in a queue Assisted business banking clients set up and process their personal .
- For example, hours, overtime, vacation/sick time etc.
- Process Payroll for 80 Clients with a range of 10-200 employees per client Process Multi State payrolls Process Garnishments/Child Support order.

Education

BA In Accounting