

# Payroll Assistant

## ROBERT SMITH

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### Objective

Over 15 years experience and knowledge of principals of payroll in government contracting nationwide environment 4+ years of tier 2 payroll customer services.

### Skills

Microsoft Office, 35-45 wpm.

### Work Experience

#### Payroll Assistant

**ABC Corporation** - January 1997 - March 2012

- Provided support in tier 2 customer services by answering, researching and solving payroll, timekeeping issues and inquiries.
- Analyzed, audited and resolved complex payroll problems and processing errors using Peoplesoft payroll and SAP financial softwares.
- Entered/updated employee tax records and deductions.
- Prepared the requests for W-2Cs and taxable earnings adjustments.
- Reconciled, audited and corrected the vacation, sick, personal leave accruals.
- Payroll Systems Coordinator - Vinnell Corporation Processed multi-state, multi-cycle payrolls using Lawson system.
- Entered/maintained/updated employee payroll records, deductions and garnishments.

#### Payroll Assistant

**ABC Corporation** - 1994 - 1997

- Responsible for all payroll and accounting functions within the payroll department.
- Compiled payroll data such as hours worked, taxes, insurance, and other payroll deductions from authorized time sheets for 250 employees.
- Prepare computer input forms, enter data into computer files, and or compute wages, deductions and posts to payroll records.
- Review wages computed and correct errors to ensure accuracy of payroll.
- Record changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
- Prepare and issue paychecks.
- Maintain strong internal controls..

### Education

Certification in Payroll courses - (George Mason University - Fairfax, VA)