

ROBERT SMITH

Payroll Assistant Clerk

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SUMMARY

I look forward to the opportunity to work within an agency where I can acquire insight and proficiency in providing social work services to diverse populations and build my clinical skills. I have a strong commitment to serving the needs of disadvantaged youth and adults, including homeless, emancipated youth and special-needs populations.

SKILLS

Microsoft Office, Microsoft Office.

WORK EXPERIENCE

Payroll Assistant Clerk

ABC Corporation - November 2010 – November 2011

- Processed requests for payroll deductions to accommodate needs of all University employees.
- Computed percentage and/or amount to be withheld from the wages of personnel; received information from employees or external organizations on amounts to be deducted for coverage, requirements or status.
- Ensured withholdings are appropriate; interpreted documentation on deductions for various purposes; calculated and processed paperwork to initiate retroactive deductions.
- Verified that employees withholdings accurately reflected appropriate percent and allowable legal amount; made changes as necessary.
- Maintained records supporting payroll withholdings from University employees.
- Received notice of wages to be garnished, court documents or changes in deductions; made adjustments to deductions accordingly.
- Prepared and sent correspondence to courts, attorneys and employees.

Payroll Assistant

ABC Corporation - 2005 – 2010

- Audited timecards and printed check processing for a non-union in-house payroll with a company size of 5,000 plus employees.
- Distribution of reports, cash out processing and night shift bonus program.
- Customer service to employees, worked front counter & telephones.
- Computation and calculation of timecards, data analyst entry, balance and post payroll accounts into system.
- Home loans and disability processing, new hire/ re-hire paperwork input.
- Processed child support, garnishment and bankruptcy.
- Audited pay time off and night vacation plans and various payroll duties as assigned..

SCHOLASTICS

- BSW - 2007(Wayne State University - Detroit, MI)