

Robert Smith

Payroll Assistant Lead

PERSONAL STATEMENT

Self-starting financial professional that is capable of effectively functioning with minimum supervision on a daily basis. I am a motivated individual who is known for taking the initiative and skilled at meeting challenges and deadlines. A team player who is attentive to detail and produces quality results and has provided support in customer service, legal documentation related to escrow, purchase contracts, data entry, mortgage and payroll.

WORK EXPERIENCE

Payroll Assistant Lead

ABC Corporation - March 2014 - February 2015

Responsibilities:

- Extensive use of ADP WorkforceNow and Enterprise systems.
- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as unemployment.
- Compute wages and deductions, and enter data into computers.
- Conduct verifications of employment for private and governmental entities.

Payroll Assistant

ABC Corporation - 2010 - 2014

Responsibilities:

- Distributed checks to site.
- Handled payroll corrections in a timely manner.
- Processed manual checks when requested.
- Assisted internal customers with direct deposits, pay cards, and iPay.
- Key Area Investigated payroll records and provided justification for calculations such as effective dates, receipt dates, and authorizations.
- Partnered with Corporate Payroll Specialist on any questions or inquiries that could not be resolved locally.
- Ability to communicate effectively in both orally and in writing..

Education

Bachelor of Science in Accounting - 2013(Kaplan University - Omaha, NE)

CONTACT DETAILS

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

SKILLS

Microsoft Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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