

EMMA JOHNSON

Payroll Bookkeeper

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PROFESSIONAL SUMMARY

With a decade of experience as a Payroll Bookkeeper, I excel in payroll management, regulatory compliance, and meticulous record maintenance. My expertise includes optimizing payroll processes and ensuring accurate financial reporting. I am committed to leveraging my analytical skills and attention to detail to enhance payroll operations and support organizational success.

WORK EXPERIENCE

Payroll Bookkeeper Mar / 2019-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Maintained accurate payroll records for over 1,300 employees, ensuring compliance with federal and state regulations.
- 2. Executed payroll processing tasks, including bi-weekly payroll calculations and adjustments for deductions and benefits.
- 3. Collaborated with HR to manage employee onboarding and terminations, updating payroll records accordingly.
- 4. Streamlined accounts payable and receivable functions, enhancing overall financial reporting accuracy.
- 5. Provided exceptional client support, addressing payroll inquiries and resolving discrepancies efficiently.
- 6. Conducted regular audits of payroll data to identify and rectify inconsistencies, ensuring data integrity.
- 7. Assisted in the implementation of new payroll software, improving operational efficiencies significantly.

Payroll Bookkeeper Mar / 2015-Mar / 2019
Lakeside Apparel Co Chicago, IL

- 1. Processed payroll for truck drivers, accurately calculating earnings based on hours worked and commissions.
- 2. Verified employee attendance records and ensured accurate posting of hours to payroll systems.
- 3. Updated and maintained payroll records, including employee exemptions and changes in status.
- 4. Compiled and analyzed timesheets, ensuring compliance with organizational policies.
- 5. Managed bi-weekly payroll for teaching and support staff, guaranteeing timely payments.

EDUCATION

Associate of Applied Science in Accounting Mar / 2012 Mar / 2015
Springfield Community College Toronto, ON

Focused on accounting principles, financial reporting, and payroll management.

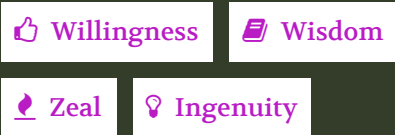
SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Streamlined payroll processing, reducing errors by 30% through improved data entry practices.
- Implemented new payroll software that enhanced reporting capabilities and reduced processing time by 25%.