

Robert Smith

Payroll Secretary

PERSONAL STATEMENT

Implementing, maintaining, and reviewing payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.

WORK EXPERIENCE

Payroll Secretary

ABC Corporation - May 2012 - August 2012

Responsibilities:

- Recorded employee information.
- Recorded accident reports on all UTC employees.
- Ordered supplies through Office Depot and Empire Paper supply.
- Assisted employees with government forms 496, SF85, and 306 for processing.
- Compiled employee time, production, and payroll data from time sheets and other records.
- Distributed and collected timecards each pay period.
- Set up new clients in the database.

Payroll Secretary

Delta Corporation - 2007 - 2012

Responsibilities:

- Labor accounting for over 250 employees; resolution of all data errors on labor accounts and final authorization for labor payment; maintain .
- Served as department administrative secretary Answered and routed calls to the appropriate persons Processed department mail and filing of .
- Experience in Payroll, Accounts Payables, Accounts Receivables, Weekly/Quarterly Payroll, Tax filing online, Quickbooks, Child Support Payments, .
- Union reporting, filing, mailings, documents, answering multi-line telephone, multi-tasking, preparing documents for upper management, Subcontracts, .
- Included payroll, office management, dispatching, sales and customer service.
- HUNTINGTON STATION, NY 2003 - 2008 Transportation Company specializing in the safe transport of children and special needs individuals Payroll .
- Duties Scanning, invoices, filing, answering phone calls, paying bills, child support/ garnish checks, payments, certified mail, data entry, .

Education

GED

CONTACT DETAILS

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

SKILLS

Payroll Management, MS
Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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