

Senior Payroll Specialist II

ROBERT SMITH

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Objective

Results-oriented and solutions-focused payroll administrator and office manager with more than ten years hands-on experience in payroll administration, multimedia software, and office management.

Skills

Supervision, Customer Service, Human Resources, Marketing.

Work Experience

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ABC Corporation - April 2013 – October 2015

- Reconciling payroll bank accounts and related general ledger accounts for each pay period.
- Managed the filing and payment process for the PA unemployment records.
- Worked directly with the banks 3rd party vendor to ensure all other taxes were paid in a timely and accurate manner.
- Worked with the PA UC dept to get the company set up for electronic filing and resolve a prior issue with filings.
- Processed payroll weekly and switched to bi-weekly.
- Administered the Kronos Time Keeper System online to be used by our facilities across the country.
- Processed AP invoices, AR payments and reconciled them to the various GL accounts.

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Palladium Group Global - 2009 – 2013

- Manage full cycle payroll workload - collecting time sheets, data entry, etc Process 265 employees Process assigned payroll payments and any outsourced payrolls accurately and obtain the necessary authorization for payments.
- Process payment of expenses or allowances as authorized.
- Ensure that the payroll outsourcing provider is updated with all changes as required, all data and figures provided to them are accurate and submitted on time.
- Liaison and regular communication with any payroll outsourcing providers that Palladium uses.
- Liaise and process service termination functions and the onboarding of new employees Reconcile payroll with the budgets and the relevant account code in the general ledger Verify all transactions for compliance with Palladiums HR and Financial policies and procedures.
- Ensuring compliance with reporting requirements, processing retirement/superannuation payments, group and payroll tax as per legislation requirements.
- Ensuring proper filing of all payrolls records and maintains confidentiality of records and also updating and maintaining all other employee related records (electronic and paper)..

Education

B.A. in History - (York College of PA - York, PA)