

# ROBERT SMITH

## Senior Payroll Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To obtain a challenging position with an established company that provides opportunity for career advancement.

### CORE COMPETENCIES

Computer Skills: Microsoft Excel, Word, People soft.

### PROFESSIONAL EXPERIENCE

#### Senior Payroll Specialist

ABC Corporation - 2001 – December 2015

##### Key Deliverables:

- Processed new hires, data changes, pay line entries and terminations.
- Processed and audited on-cycle payroll from data entry through audit of paychecks.
- Resolved issues on paychecks and employee data. Completed garnishment entries and responses.
- Researched, prepared and entered federal, state and local tax adjustments.
- Audited and mailed printed checks and direct deposits. Prepared and audited Excel payroll data reports.
- Entered all payroll data necessary to process and meet the clients payroll schedules.
- Maintained knowledge of the payroll processing system and changes in payroll tax laws.

#### Senior Payroll Specialist

ABC Corporation - 1999 – 2001

##### Key Deliverables:

- Entered driver routes with codes for pay into payroll system.
- Communicated directly with drivers on a daily basis concerning their payroll issues.
- Tracked and uploaded weekly Comdata used and submitted to corporate for funding.
- Facilitated new driver classes concerning payroll procedures.
- Ran Provisional scrub report, making any corrections to every trip dispatched before closing payroll weekly.
- Filed and archived trip audits.
- Processed and logged Leased Driver hours and rate of pay..

### EDUCATION

- Accounting - (Arapahoe Community College)