

Senior Payroll Analyst

ROBERT SMITH

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Objective

To obtain a full-time position in the fast paced business field where analytical, communication, decision making, and problem solving skills along with acquired experience over the years can be utilized.

Skills

Multi-state Payroll, Payroll Taxes, Payroll Audit.

Work Experience

Senior Payroll Analyst

ABC Corporation - February 2006 - November 2008

- Responsible for the payroll preparation and processing of all payrolls, monthly, semi-monthly, and hourly payrolls; updating and maintaining payroll-related records and data files, and maintaining the payroll database.
- Balanced and reviewed all output, investigation, and correction of errors associated with the auditing of payroll data.
- Processed and prepared wage loans, payroll, imputed income, & benefit adjustments, special bonus awards, and commission payments.
- Responsible for the production of special payments to employees, including grossed-up adjustments, commissions, incentives, etc.
- Prepared and processed all manual and off-cycle checks.
- Performed investigation of all HRD cases as assigned by management.
- Assisted in the testing of all system tax updates, version upgrades, and enhancements to the PeopleSoft HRIS System as needed.

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Delta Corporation - 2004 - 2006

- Processed payroll information on a biweekly basis for 1600 plus employees in multiple states using the ADP database accurately and timely Monitored.
- Review payroll reports and audit payroll transactions for a 14,000 plus employee population.
- Process payrolls for Weekly, Bi-Weekly and Monthly payrolls.
- SAP system, Pi-coff, My HRW, Eureka and various other systems including all Microsoft office programs.
- Provide support/training to all payroll specialist Worked with payroll reps in resolving any/or all payroll issues that arises daily Process monthly.
- Prepare payroll journal entries, bonus & payroll accruals Upload 401K, Health Savings Account and Flexible Spending to employees account every.
- Analyzing reports, provide support to customer service call center, assist with transactions, troubleshooting, customer service escalations, working.

Education

Associates in Accounting - (University of Texas at El Paso - El Paso, TX)