

# JESSICA CLAIRE

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## Summary

Well-qualified Benefits Administrator and Payroll Specialist. Adept at improving efficiencies while meeting deadlines. Dependable and can be counted on to complete tasks. Works effectively in collaboration with all levels of staff. Will continue to offer excellent communication, planning, relationship-building and leadership-building abilities developed during my 17-year career at La Plata Electric Association Inc.

## Skills

- Benefits
- Open enrollment
- New hire orientation
- Surveys
- Payroll
- Recordkeeping
- Highly skilled in NISC Ivue
- Year-End processes

## Experience

### Human Resources & Payroll Specialist, 12/2017 to Current

#### American Heritage Federal Credit Union – Abington, PA

- Administer health and welfare plans, including enrollments and terminations.
- Check accuracy and completeness of benefits applications and documents.
- Oversee enrollment of new employees and company-wide yearly open enrollment period.
- Administer new employee orientation to ensure new employees understand benefits plans.
- Work closely with auditors on compliance testing of Human Resources, Work Comp and 401(k) plans.
- Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
- Manage payroll information transfer to 401K, assist employees with 401K loans, contribution changes and other needs, as well as 401(k) reporting and year end processes.
- Complete and analyze benefit surveys.
- Administer Workers Compensation, FMLA, LTD, etc.
- Process monthly billings from insurance providers and supplemental insurance providers. Review billings for accuracy and resolve discrepancies with carriers, payroll and the company.
- Set up interviews with candidates for open positions.
- Conduct phone interviews with candidates for open positions.
- Process all employee changes and deductions for bi-weekly payroll process.
- Manage all employee's timesheet entries to ensure accuracy.
- Process payroll bi-weekly.
- Process quarterly taxes.
- Processed terminations.
- Ensured the proper processing of garnishments, which included child support and wage assignments.
- Responded to employee inquiries regarding payroll and timekeeping.
- Collaborated with the Controller to provide insight into audits regarding payroll processing.
- Onboarded new employees in time reporting and payroll systems.
- Process year-end payroll, including W-2's and Affordable Care Act forms.

### Payroll Specialist, 05/2016 to 12/2017

#### Kronos – Cranberry, PA

- Process all employee changes and deductions for bi-weekly payroll process.
- Manage all employee's timesheet entries to ensure accuracy.
- Process payroll bi-weekly.
- Process quarterly taxes.
- Process year-end payroll, including W-2's and Affordable Care Act forms.
- Processed terminations.
- Ensured the proper processing of garnishments, which included child support and wage assignments.
- Responded to employee inquiries regarding payroll and timekeeping.
- Worked quickly and efficiently, with minimal oversight, to accomplish assigned duties.
- Collaborated with the Controller to provide insight into audits regarding payroll processing.
- Onboarded new employees in time reporting and payroll systems.

### Billing Clerk, 05/2011 to 05/2016

#### Cci Health & Wellness Services – Takoma Park, MD

- Reviewed customer billing prior to mailing.
- Set-up customers on auto-pay using credit card or bank information.
- Charged customer credit cards or banks for accounts on auto-pay.
- Assisted with opening and balancing mail.
- Discussed disputed bills with customers.
- Review usage data before billing and identify accounts which may need meter servicing.
- Maintain meter reading routes and communicate with meter service employees and contractors.
- Monitored and billed large industrial accounts.

- Managed payments processing, invoicing and collections tasks.

- Back up Customer Service Representatives in the front lobby.

- Back up Payroll Specialist.

### Accounting Clerk, 01/2005 to 05/2011

#### Skyline Corporation – San Jacinto, CA

- Eliminated inaccuracies in accounts payable payments by verifying information prior to generating checks and electronic payment transfers.
- Assisted with month-end and year-end closings to support accounting system accuracy.
- Maintains the accounts payable records, including all required subsidiary accounts.
- Reviews appropriate account coding for each Accounts Payable transaction.
- Distributes or mails Accounts Payable checks.
- Assists in preparation of audit work papers for annual audit.
- Processed 1099's at year-end.
- Back-p Customer Service Representatives in the front lobby.
- Back-up Payroll Specialist.

## Education and Training

### Associate of Applied Science: Accounting, 06/2000

#### Portland Community College - Beaverton, OR