

Joseph Iannazzi

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Summary

Payroll Administrator with 10+ years of experience managing payroll operations, tax compliance, and HR support. Proficient in ADP Workforce Now, QuickBooks, Sage, and BambooHR. Skilled in payroll tax filing, benefits administration, and streamlining payroll processes to improve efficiency and accuracy.

Work Experience

Enterline Law

Payroll Administrator | Tulsa, OK/Remote | Apr 2020 - Sep 2024

- Coordinated appointments and managed schedules, contributing to streamlined office operations and improved time management.
- Implemented a new filing system that enhanced document retrieval efficiency, facilitating a more organized office environment.
- Utilized legal management software to optimize document processing and scheduling, reducing administrative workload and improving communication.
- Assisted in payroll processing and benefits administration, maintaining employee records and ensuring compliance with legal and organizational standards.
- Proficient in ADP and QuickBooks for payroll processing, enhancing accuracy and efficiency.

FedEx Ground

Delivery Operations Manager | Broken Arrow, OK | Oct 2019 - Aug 2024

- Optimized delivery routes, resulting in reduced delivery times and improved customer satisfaction.
- Trained and mentored new drivers, enhancing their skills and knowledge to increase operational effectiveness.
- Coordinated scheduling and customer communications, supporting efficient delivery operations.

Ruth Shaw

Payroll Administrator | Bixby, OK/Remote | May 2020 - Apr 2023

- Managed client communications, including emails and scheduling, to ensure timely responses and efficient organization.
- Coordinated and accompanied clients to appointments, facilitating access to necessary services and improving client satisfaction.
- Assisted in developing personalized care plans, contributing to enhanced service delivery.
- Supported payroll processing, benefits administration, and employee onboarding, enhancing HR operations.
- Collaborated with HR to streamline onboarding processes, reducing new hire processing time by 28%.
- Reduced payroll processing time by 20% through system optimization.

Ricalday

Payroll Administrator | Tulsa, OK/Remote | Jan 2018 - Nov 2022

- Processed payroll for over 150 employees, ensuring timely and accurate payments, payroll tax filing, and compliance with labor laws.
- Developed and implemented standardized office procedures, reducing administrative errors and enhancing operational efficiency.
- Managed financial operations, including transaction management, statement reconciliation, and payroll processing, effectively streamlining processes and minimizing errors.
- Collaborated with cross-functional teams to enhance project management and improve office coordination.
- Conducted employee training sessions to improve compliance and operational standards.
- Proficient in Sage and BambooHR for payroll, benefits administration, and HR management, ensuring compliance and accuracy.

Oklahoma Custom Courier

Payroll Assistant | Broken Arrow, OK/Remote | Jan 2016 - Oct 2019

- Implemented time management strategies to enhance payroll efficiency and reduce processing time by 15%.
- Collaborated with HR to resolve payroll discrepancies and improve employee satisfaction.
- Utilized payroll software to streamline operations and maintain compliance with tax regulations.
- Successfully resolved payroll-related issues, maintaining a high level of employee satisfaction.

Alpine Roofing

Payroll Administrator | Tulsa, OK/Remote | Jun 2013 - Dec 2017

- Led a team of administrative staff, enhancing performance through effective training and guidance.
- Implemented a new payroll system that improved efficiency and reduced processing time.
- Developed and maintained vendor relationships, managing financial records to ensure accuracy.
- Supported HR functions by assisting in recruitment and employee onboarding processes.
- Reduced payroll processing time by 15% through the implementation of automated systems.
- Led payroll projects to streamline processes and conducted payroll audits, resulting in a 25% increase in efficiency and accuracy.

Education

Northeastern State University

Bachelor of Business Administration

Tulsa Community College

Associates Degree, Business Administration

Certifications

Microsoft Office | Tulsa Technology Center Riverside Campus

Diploma in Understanding Medical Terminologies | Alison

Diploma in Project Management | Alison

Best Practices for Remote Work | Alison

Project Management | Saylor Academy

Small Business Management | Saylor Academy

Management Leadership | Saylor Academy

Cisco CCNA | Tulsa Technology Center Riverside Campus

A+ | Tulsa Technology Center Riverside Campus

Skills

Proficiency in Payroll Software, Tax Compliance, Payroll Processing, Confidentiality, Payroll Tax Filing, Payroll Audits, BambooHR, Data Analysis, QuickBooks, ADP, Sage, Knowledge of Payroll Software, Understanding of Tax Regulations, Analytical Skills, Organizational Skills, Time Management, Proficiency in Microsoft Office Suite, Customer Service, Communication, Problem-Solving, Attention to Detail, Scheduling, Email Management, Teamwork, Administrative Support, Calendar Management, Office Coordination, Data Entry, Multitasking, Basic Accounting, Adaptability, Basic Math Skills, Administrative Duties, Independence, Multi-Tasking, Communication Skills