

Payroll Accountant Payroll Accountant Payroll Accountant Santa Clara, CA Seeking a challenging Payroll Accountant career that would enhance company vision while further developing knowledge and work experience. Work Experience Payroll Accountant University Art - Palo Alto, CA May 2001 to June 2012 Processed semi-monthly payroll for 120 employees using ADP Payroll Prepared schedules to support workers compensation and 401K audits Responsible for preparing month-end journal entries Tracked employee PTO usage and included such data in each payroll cycle Responded to employee inquiries and requests regarding payroll matters Web Developer 3Com - Santa Clara, CA January 2000 to December 2001 Coordinated corporate web content projects across cross-functional global team Created, managed and revised corporate web site Responsible for quality assurance of completed websites including the validation of web forms and links Software and Hardware Services Manager Medical Manager, Inc. - Mountain View, CA July 1992 to December 1999 Managed sales and support team on daily basis Interfaced with Medical Office Staff and Physicians Maintained Hardware and Software systems as required Trained and Supported Medical Billing Staff Planned and held Monthly Trainings for Bay Area clients Education High school or equivalent Skills Excel, Accounts Receivable, Microsoft Word, Accounting

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