**LISA MARIE ROLLAND**

**450-542-0414**

[**lisamarierolland@gmail.com**](mailto:lisamarierolland@gmail.com)

**SUMMARY**

Bilingual in English and French, combined 17 years of experience in the fields of HRMS software applications, administrative accounting and payroll & benefits support.

**Professional skills and abilities :**

* Solid interpersonal, advisory and facilitation skills
* Effective analytical thinking and problem solving
* Strong organizational skills
* Attention to detail and capable of providing a high level of accuracy
* Firm understanding of networks, databases and other technologies
* Excellent time management and strategic planning

**COMPUTER KNOWLEDGE**

* Oracle - PeopleSoft
* Excel to Component Interface Utility
* Accpac
* Simply Accounting
* Microsoft Excel
* Microsoft Word
* Microsoft Outlook

**PROFESSIONAL EXPERIENCES**

**CGI, Montréal Oct 2007 – Dec 2019**

One of the largest information technology (IT) and management consulting firms in the world.

# HRIS APPLICATION SPECIALIST - PAYROLL Mar 2015 –Dec 2019

Reporting to the Director of Global Payroll and responsible for the support of software and interfaces for the Canadian, American and Global Payroll Department.

* Validated, verified and performed analytical testing of Oracle - PeopleSoft updates related to Canadian and U.S. payroll laws and regulations.
* Created and validated the system configuration and setups
* Assisted, supported and provided solutions to the payroll team with payroll interface issues and PeopleSoft query requests
* Verified, analyzed and manipulated the operational and supplier interface files
* Integrated payroll, HR and benefits information following North American acquisitions
* Organized and performed configuration tasks and year-end payroll requirements including Canadian year-end forms
* Supported and transmitted files by server to providers and banks
* Analyzed, tested, documented and provided solutions for new international payroll interfaces provided to third party payroll service providers
* Acted as a liaison between IT support, BA’s and production team to enhance process and resolve issues

# ADMINISTRATIVE SPECIALIST - PAYROLL DEPARTMENT 2014 – Mar 2015

Reporting to the Head of Pay & Benefits Services and responsible for validating and processing invoices and payments related to payroll and benefits.

* Validated, balanced and payment of payroll deductions to vendors
* Validated and general ledger (GL) redistribution of benefits supplier invoices
* Payment of invoices by bank transfer
* Assisted in the emission of Canadian income tax slips and provided detailed explanation to employee inquiries

# COORDINATOR - ACCOUNTS PAYABLE 2007 – 2014

Reporting to the Director of the Accounts Payable Department and responsible for international and domestic vendor fund transactions.

* Participated in the integration of payables related to the acquisition of an international company of 75 thousand employees by CGI
* Trained and supervised a team of 6 new administrative support staff located in India.
* Primary contact for CGI's principal banks to resolve transactional issues
* Communicated and collaborated with treasury and bank reconciliation departments for strategic planning related to large payments
* Analyzed supplier payment terms and generated payments

**IMETRIK, Montréal 2006 - 2007**

IMETRIK Global Inc. is a turnkey Telematics Services Provider and a one-stop shop M2M (Machine-to-Machine) Solutions Provider.

# ACCOUNTING CLERK

Reporting to the Vice President of Finance, responsible for supporting all transactions in the accounting department.

* Created and implemented an extensive accounting clerk training program for new staff to enable the continuation of key services in the sector.
* Created the accounting foundation of a sister company and ensured the organization of the appropriate accounts
* Established and managed accounts receivable collection process for delinquent accounts

**ACADEMIC EDUCATION**

**Delta College – A.E.C: GESTION FINANCIÈRES 2003**

**ADDITIONAL TRAINING**

* CGI Code of Ethics and Professional and Social Conduct Training
* CGI Privacy and Management of Confidential Information Training
* ISO 9000
* Participation in end-of-year and new year seminars provided by the Canadian Payroll Association and American Payroll Association (2014-2019)

**REFERENCE**

Provided upon request