

Resume

SHERRY HANSEN

Relevant Experience

Coordinator, Information and Compensation Services - Oct. 2012 to Aug. 2020

Payroll Manager - Feb. 2006 to Oct. 2012

Sacramento County Office of Education

10530 Mather Blvd., Mather CA 95655

- Payroll and benefits staff supervision and evaluation
- Oversee payroll and benefits issues
- Organization of Health and Wellness Fair
- Personnel interaction regarding employee issues
- Prepare fiscal year salary information
- Process Retirement Incentive Plan and retiree bonuses
- Manage the 403b and 457 contracts and employee issues
- Serve on Management team for CTA And CSEA negotiations

Payroll Manager – Sept. 2002 to Feb. 2006

San Luis Obispo County Office of Education

3350 Education Drive, San Luis Obispo, CA 93405

- Supervise staff
- Review and update internal and external payroll policies
- Provide training and payroll meetings for all district payroll clerks
- Balance and prepare quarterly tax reports for all school districts
- County liaison with CalPERS, CalSTRS, and IRS
- QSS software experience
- Merit System Rules, Ed. Code and Union contracts experience

Payroll Supervisor – Mar. 2002 to Sept. 2002

California Polytechnic State University Foundation

Building 15, San Luis Obispo, CA 93407

- Supervise payroll clerks and student assistants
- Audit and approve payroll processing
- Process quarterly and year-end tax reports, and W-2s
- Serve as liaison with state, local and federal agencies

Payroll Specialist – Mar. 1998 to March. 2002

San Luis Obispo County Office of Education

3350 Education Drive, San Luis Obispo, CA 93405

- Processed internal payroll tasks for 350+ County Office Employees
- Prepared and administered County Office Health and Welfare plans
- Prepared quarterly reports and W-2s for San Luis Obispo school districts
- Established compliance procedures for state and federal rules and regulations, Board policies and labor contracts
- Advised School districts on retirement and payroll related issues

Account Manager – 1997-1998

Travel Accounting Made Easy, P.O. Box 127, Cambria CA 93428

Payroll Coordinator / Payroll Clerk 1996-1997 / 1994-1996
Contadina Foods, 19652 Jackson Ave., Hanford CA 93230

Office Manager / Account Manager 1985-1993
Travel Accounting Made Easy, 1683 Lark Ave., Redwood City, CA

PROFESSIONAL ORGANIZATIONS

Past President of QSS User's Group
Past Member of QSS User's Group Conference Committee (10 years)
Served as President of QSS User's Group (6 years)
Served as Vice-President of QSS User's Group (2 years)
Past member of CASBO (11 years)

EDUCATION

Economics, Accounting, Business Management at Canada College
Seminars on Employee Management
Valedictorian 1982 Corrigan-Camden High School