**BARBARA F. DESMARAIS**

**84 Brandywine Lane – Suffield, CT 06078 – (860) 668-7854 Home – (860) 752-8543 Cell –bfddesmar49@gmail.com**

**EXPERIENCE**

**Payroll Clerk –Behavioral Health Network-Springfield, MA Feb 2010 – November 2011**

* Worked with UltiPro and Solomon systems
* Prepared termination and supplemental payments
* Printed Payroll Checks
* Payroll and Travel Expense data entry

**Wire Disbursements – Payroll Clerk – ACS Windsor Ct May 2006 – April 2009**

* ADP Payroll System (Enterprise Version 4)
* Domestic/International Wire disbursements
* Customer Liaison
* Print, spool and overnight manual and 3rd party checks

**Payroll Clerk-Shared Bus. Svcs – Windsor CT Jan 2000 – May 2006**

* ADP Payroll System (Enterprise Version 4)
* Prepare payroll checks in accordance with current pay periods to insure that checks are processed in a timely fashion.
* Assist in Net Pay balancing of ADP net pay reports for each pay period.
* Calculate, audit manual / supplemental checks, including military, severance, bereavement, and sick pay utilizing current tax charts and scheduled employee deductions
* Perform all duties relevant to assigned payroll functions.

**Billing Machine Operator/Payroll Clerk – Pratt &Whitney-E Hartford CT Jun 1979 – Dec 1999**

* Processed billing for major airlines
* Data entry for payroll checks and pay adjustments
* Data entry for both taxable and nontaxable deductions
* Established and maintained severance for terminated employees
* Collected overpaid funds to employees/former employees
* Filing and correspondence required

**CORE SKILLS**

* Outstanding customers service skills
* Data entry for payroll checks, adjustments, deductions – high accuracy – 72 WPM
* Microsoft Excel, Word, Outlook and Internet savvy
* Reliable with outstanding attendance record

**COURSEWORK**

* Manchester Community College= Manchester, CT
* Baystate College – E Longmeadow, MA.