

Payroll Manager

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Profile

Detail-oriented Payroll Manager with over 10 years of experience managing payroll operations for large organizations. Skilled in ensuring accurate and timely payroll processing, compliance with tax regulations, and the optimization of payroll systems. Proven ability to lead a payroll team and collaborate with HR and finance departments.

Professional Experience

Payroll Manager

Global Enterprises, Atlanta, GA

August 2016 – Present

- Supervise and manage payroll processing for 1,200 employees across multiple locations, ensuring timely and accurate payments.
- Implemented automation tools that reduced payroll processing time by 20%, improving overall efficiency.
- Conduct payroll audits and resolve discrepancies, ensuring compliance with federal, state, and local tax regulations.
- Collaborate with HR and finance to manage employee benefits and deductions, ensuring proper deductions and withholdings.
- Lead a team of payroll clerks and provide training on payroll best practices and new regulations.

Payroll Coordinator

Bright Horizons Ltd., Atlanta, GA

May 2011 – July 2016

- Processed bi-weekly payroll for 500 employees, ensuring accuracy and timely distribution of paychecks.
- Assisted in the administration of employee benefits and reported to the HR and finance teams.

- Handled tax filings, including quarterly and year-end reports, and prepared employee wage statements.
- Maintained records of payroll changes such as pay raises, bonuses, and benefits adjustments.

Education

Bachelor of Science in Accounting
Georgia State University, Atlanta, GA
2007 – 2011

Certifications

- Certified Payroll Professional (CPP)
- FPC (Fundamental Payroll Certification)

Skills

- Payroll Processing & Tax Compliance
- ADP Workforce Now, Ceridian, Kronos
- Payroll Audits and Reporting
- Benefits Administration
- Financial Reporting
- Microsoft Excel