

JOSHUA A.RITZEN
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Objective

To bring my goals driven expertise of 15 plus years of experience in Human Resources and Payroll to an organization and further improve its posture

Education

August 1992 to May 1996

Penn StatE University

COHDA • 2002 • Harrison Career Institute

Experience

Payroll Supervisor • (KenCrest Services)

Beacon Hill Staffing

December 2018 to Current

- Payroll for 2000 plus employees
- Supervise Staff of 4 for all aspects of the payroll process
- Set up New Hires / Terminations
- Answer Garnishment requests / Create in System
- Run Weekly /Bi Weekly payrolls (off cycle as needed)

Human Resources / Payroll Manager

MAM Software, Inc

April 2016 to August 2018

- Owned the payroll process for 80 plus employees including highly compensated and shareholders semimonthly in 23 states
- Provide direction to ensure teams are meeting goals and moving forward
- Part of the ISO group for security compliance
- Supervise staff members to ensure goals are met on a timely basis

- Develop Professional Programs / Update and revise employee handbook
- Create/Maintain Vacation, Sick and Personal time balances
- Recruiting for various positions and establishing relationships with Management
- Administer 401K semi- monthly /upload employer contributions monthly

Human Resources / Payroll Manager
Venturi Technologies, Inc.

March 2014 to March 2016

- Analysis in Company Salary Structure
- Supervised staff of 3 to ensure goals are met timely
- Update/Maintained Employee Handbook and drove policies set in place
- Owned the payroll process for Multi State Payroll for upwards of 300 employees on a biweekly basis in 15 states
- 401K Administration bi weekly and employer match monthly

Interactive Marketing Director

Accupay Payroll

August 2013 to March 2014

- Utilized Analytics for SEO
- Marketing/Social MEDIA CREATING brand awareness
- Attended social networking events
- Sales, Cold Calling and attend seminars

Human Resources / Payroll Manager
Madison Apartment Group, LP

January 2007 to August 2013

- Owned the payroll process for 500 plus employees in 18 states on a bi weekly basis
- Implemented 2 payroll systems and trained Managers
- Recruitment Analysis for entire company in all offices, job vacancy analyst to see trends in

all positions

- Administor the 401k and benefits for all employees

Skills

Proficiency in Microsoft Office, Payroll Systems (ADP, Ceridian, Pay Chex, JD Edwards, Accupay, Ulti-Pro Software, Fidelity and many others), Human Resource (People Answers, Bene-Trac, E-Verify, Expensify, Egencia, B Swift, Plan Source, HR Profile, Verified First many others), 401K (The Hartford, AUL, Vanguard, One America, Fidelity many others) and Social media Platforms

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Volunteer Experience or Leadership

Volunteer Little League Baseball Coach, Rockhurst University Continuing Education Certification, Essentials of Payroll Management, Wage and Hour Law, Strengthening your people skills, SHRM Member, Penn Suburban Chamber of Commerce (Former) member.