

# Susan Kerr

Sellersville, PA 18960

[susankerr565\\_w5h@indeedemail.com](mailto:susankerr565_w5h@indeedemail.com)

267-879-2794

- \* Comprehensive payroll, tax, accounting, and bookkeeping/office management experience
- \* Experienced with payroll and individual tax research, preparation, and compliance
- \* Extensive knowledge of federal, state, and local taxing authorities' processes and procedures
- \* Competent user of federal and multiple state payroll applications such as EFTPS, E-TIDES
- \* Proficient in MS Word, Excel, Outlook, Access, PowerPoint, QuickBooks, as well as various ERP and HRMS payroll tax and accounting software
- \* Supervisory and time management experience
- \* Review and update processes and procedures to improve efficiencies and controls
- \* Excellent customer service skills, providing courteous and clear communication to end-users

Authorized to work in the US for any employer

## Work Experience

---

### **Payroll Coordinator**

Delta Community Supports - Blue Bell, PA

February 2020 to Present

- \* Process bi-weekly payroll for 350 NJ employees
- \* Enter and process garnishments in accordance with federal and state guidelines
- \* Reviewed and confirmed accuracy of federal, state, and local taxes
- \* Regularly audit and track employee benefit time to ensure accuracy

### **Payroll Tax Specialist**

BrightView Landscapes - Blue Bell, PA

August 2019 to February 2020

- \* Processed payroll in accordance with company policies using JD Edwards Enterprise One
- \* Reviewed and confirmed accuracy of federal, state, and local taxes and timely remittal of payments
- \* Prepared and filed federal, state, and local payroll tax returns
- \* Managed and processed garnishments according to federal and state guidelines.
- \* Assisted Payroll Processors in entering direct deposit and PTO entries as needed
- \* Responded to payroll queries from Branch Administrators and employees as needed
- \* Assisted with year-end W-2 filings for approximately 22,000 employees nationwide

### **Payroll Manager / Paraprofessional**

Seitz, Leatherman & Kolb, LLC - Montgomeryville, PA

February 2008 to April 2019

- \* Processed weekly and bi-weekly payroll for business clients
- \* Prepared and reviewed quarterly and annual payroll returns and year-end wage reconciliations including multi-state filings
- \* Prepared year-end W-2's and 1099's
- \* Prepared and review individual tax returns, assist with year-end tax planning

- \* Researched and interpreted new legislation and tax law changes and communicated to staff
- \* Reviewed and responded to tax notices

## Education

---

### **Associate Degree in Accounting/Management**

Lansdale School of Business - North Wales, PA

September 2006 to January 2008

## Skills

---

- Accounting Software
- QuickBooks
- ERP Systems
- General Ledger Accounting
- Microsoft Office

## Certifications and Licenses

---

### **IRS Enrolled Agent**

November 2013 to March 2023

## Assessments

---

### **Attention to Detail — Highly Proficient**

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/02ecb3149735a6b0ad2c99051ec9857eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/02ecb3149735a6b0ad2c99051ec9857eed53dc074545cb7)

### **Supervisory Skills: Motivating & Assessing Employees — Highly Proficient**

January 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/1a6233866596d41ad0056271e197055c](https://share.indeedassessments.com/share_to_profile/1a6233866596d41ad0056271e197055c)

### **Spreadsheets with Microsoft Excel — Proficient**

June 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4d99c5c98bf8a26e725eae6f3bef2efeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4d99c5c98bf8a26e725eae6f3bef2efeed53dc074545cb7)

### **Sales Skills: Influence & Negotiation — Proficient**

June 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/28b95dcbe52b2172eb6ab77265c2fbb4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/28b95dcbe52b2172eb6ab77265c2fbb4eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.