**Sylvia Martinez**

**626 487-7206**

**sylviamartinez626@gmail.com**

**Summary**

Focused and achievement accounting professional with experience in payroll processing, wage and hour laws, benefit administration and HRIS records management. Excellent interpersonal and problem-solving skills with proven ability to work with minimal supervision and meet tight deadlines. Highly effective in partnering with Managers and Business Partners to ensure employee satisfaction and education. Skilled at learning new concepts quickly while working well under pressure.

**Experience**

**Staffing Management Services**, Long Beach, CA **March 2010 – October 2019**

***Senior Payroll Administrator***

* Processed weekly and -semimonthly payroll runs for 1200 employees
* Responded to payroll related inquiries and resolution of problems in a timely manner
* Enforced payroll policies and ensured compliance with all applicable state and federal regulations
* Input data relating to new-hires, status changes, deductions, retroactive adjustments, and special pays
* Reconciled all manual payroll checks as well as final check calculations
* General Ledger upload to accounting system monthly , Post month end journal entries
* Reviews and verifies benefits billing statements monthly
* Work with accounting team to ensure balance of the books
* Ensured that court-ordered support, garnishments, and tax levies are set up correctly
* Processed verification of employment requests
* Created specialized reports and spreadsheets as required
* Prepared year end payroll schedules , review W2 forms for accuracy
* Assisted in the development of procedures by recommending improvements/changes for efficiency
* Performed other duties assigned by management

***Human Resources Generalists***

* Maintain company-wide compliance and labor law procedures
* Implement new HR policies and procedures from start to finish
* Work closely with our recruiters to address client and candidate situations
* Process workers’ compensation claims, leaves of absence, and 401 (k) enrollment
* Oversee compliance with the Affordable Care Act, Paid Sick Leave, and other various employee benefits
* Conduct Compliance training with new hiresProvide backup support to the Compliance team and cross train on other functions, including overseeing on-boarding requirements, conducting background checks, employee classification, and visa/work eligibility issues.

**Manning & Kass Law Firm**, Los Angeles, CA **May 2007 - January 2010**

***Lead Accounts Payable/Billing Specialist***

* Managed vendor invoices and vendor files; coded invoices
* Prepared vendor payments for mailing, reconciled vendor accounts, resolved internal customer and vendor inquires.
* Oversaw manual check process and negotiated discounts with vendors
* Ensured accurate entry and timely processing of invoices, credit memos or check requests, employee expense requests; managed all reimbursement/credit card requests

***Billing Specialist***

* Selected and printed preformats on a monthly basis or per request from attorneys
* Reviewed and approved billing work performed by billing secretaries to ensure consistency with firm standards
* Processed final bills and sends to the clients, including electronic bill submission to clients when required
* Requested expense back-up from accounts payable to include with client bills; verified back-up is accurate
* Processed unbilled write-offs; monitored client invoice short pays, researched same and made necessary changes in the system if required; monitored and tagged alternative fee arrangement matters in the system

**L.A. Specialty Produce,** City of Industry, CA. **March 2000 - April 2005**

***Payroll Administrator/Human Resources Assistant***

* Managed payroll department with biweekly payrolls for over 550 employees
* Reviewed time card entries to ensure lunch breaks were in accordance with regulations of policies and procedures
* Created reports to audit new-hire and employee changes
* Tracked vacation and sick hours
* Administered wage attachments
* Facilitated check distribution to five locations
* Manually processed final paychecks and payroll adjustments
* Prepared employment offers and administered new-hire paper work
* Orchestrated recruiting and staffing logistics, conducted phone screens, set up interviews for all locations
* Oversaw employment and compliance to regulatory concerns and reporting
* Handled employee orientation, development, and training
* Prepared payroll monthly journal entries
* Assisted HR Staff with various research projects and/or special projects

**Education**

**Commerce College,**

Accounting Certifications II

**Commerce College,**

Computer Operations Certified

**Skills**

* Ceridian, Ultipro, Paychex, Paycom, ADP HRB, Workforce Now (versions 8.0, 11.0,14.0)
* E-Time, Kronos, Time Clock Systems
* Microsoft Office (Outlook, Word, Excel, PowerPoint)