

JANE SMITH, CPP

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SENIOR-LEVEL PAYROLL & HUMAN RESOURCE MANAGEMENT PROFESSIONAL

International Payroll & Multi-State Tax Experience

EXECUTIVE SUMMARY

A results-driven and solutions-focused Payroll and HR Management Professional with two decades of comprehensive and progressive industry experience and a proven record of optimizing efficiency and profitability through delivery of value-added systems, programs, and procedures. Ability to manage multiple responsibilities simultaneously, proactively resolve issues, and consistently meet and exceed established goals and objectives. Quick learner demonstrating a high-level of accuracy and thoroughness. Recognized for capacity to work independently as well as collaboratively, interact effectively with all levels of support staff and management, and easily grasp, apply, and present new concepts, methods, and technologies. Exceptional interpersonal, analytical, quantitative, problem-solving, and critical-thinking skills. Strong qualifications in relationship management, personnel development, and performance improvement. Superior written, oral, and technical aptitude. Extensive payroll/human resources software, electronic timekeeping system, 10-key by touch, and word processing experience. Typing speed: 65 WPM.

CORE COMPETENCIES

- *Benefits Research/Management*
- *Multi-State Tax Preparation*
- *Federal/Regulatory Compliance*
- *Staff Supervision/Training*
- *Team Development/Coaching*
- *Union Negotiations/Dealings*
- *Record Tracking & Reporting*
- *Employee/Labor Relations*
- *Audits, Reviews & Inspections*
- *Month-End Close Reporting*
- *Workers Compensation*
- *Data Compilation/Generation*
- *Payroll Processing/Administration*
- *Research/Investigation/Analysis*
- *Performance Review/Assessment*
- *Currency Assessment/Conversion*
- *Leave Accrual Review/Adjustment*
- *Unemployment Claims Processing*

DESIGNATIONS

- Certified Payroll Professional

PROFESSIONAL EXPERIENCE

ABC Company **Any Town, USA** **May 2010 - Aug. 2010**
Payroll Manager (Consultant)

- Produced and processed bi-weekly and monthly payroll for 250 domestic and international employees and independent contractors; processed on three (3) separate platforms using paper timesheets and Excel spreadsheets for manual data entry.
- Assessed and converted any foreign currency prior to payment.
- Generated all month and period-end reporting for accounting and senior management; manually prepared the international journal entry (JE).
- Entered all new hire data and benefit information into ABC Payroll System.

Selected Accomplishments:

- Identified the need to upgrade an outdated payroll and HR system; developed and implemented a plan, currently in place, for a conversion and upgrade.
- Employed essential contingency and disaster recovery plans to preserve the integrity of all company data.

ABC Company **Any Town, USA** **Jun. 2007 - Jan. 2010**
Payroll Manager

- Supervised all daily activities related to payroll processing and administration; managed a Payroll Processor and provided ongoing direction and support regarding changing payroll laws to ensure his continued success.
- Performed bi-weekly payroll for approximately 1,200 employees operating an outsourced software product; reviewed and approved all payroll and W2's prior to transmission to a third party vendor.
- Appraised and balanced quarterly tax reporting for seventeen (17) separate federal tax identification numbers.
- Partnered with CEO and other executive staff on a daily basis for specific payroll needs.
- Held accountable for clean payroll audits conducted by external firms; helped process unemployment claims.

Selected Accomplishments:

- Successfully and accurately revamped all pay codes in Etime.
- Conducted a large, time-consuming history cleanup to garner accurate facts, figures, and historical data following a major conversion which took place prematurely prior to my arrival.

PROFESSIONAL EXPERIENCE (CONTINUED)

ABC Company **Any Town, USA** **Jun. 2004 - May 2007**
Payroll Manager

- Directed a staff of three (3) full time employees responsible for the production of payroll processing (three (3) weekly and one (1) bi-weekly) for upwards of 1,500 employees on an in-house processing system.
- Reviewed and endorsed all payroll prior to check processing.
- Analyzed and balanced all quarter and year end tax and W-2/1099 reporting for eleven (11) tax identification numbers.
- Oversaw the accurate transfer of all direct deposit, positive pay, 401k, and taxes for timely filing.
- Collaborated closely with HR Managers on benefits and interacted with Senior Management for specific payroll reporting; exhibited flexibility and creativity and effectively resolved business challenges.
- Performed month end journal entries and G/L and bank reconciliation clean-up accounting functions; liable for all payroll Sarbanes-Oxley compliance audits.
- Initiated all unemployment claims, performed all workers compensation audit work papers, and conducted all leave accrual analysis and adjustments.
- Recruited, hired, trained, and fired personnel; assessed performance and administered employee evaluations.
- Monitored all payroll processing; provided ongoing direction and support to improve efficiency and accuracy.
- Delivered continuing education and instruction on ever-changing federal, state, and local government payroll laws and regulations to an inexperienced staff.

Selected Accomplishments:

- Instrumental in introducing entire team to local APA chapter and other educational avenues.
- Key team member in conversion of 200-member payroll with four (4) different local unions.

ABC Company **Any Town, USA** **May 2000 - Jun. 2004**
HR/Payroll Manager

- Independently spearheaded all facets of HR and Payroll for seventy five (75) employees and up to 1,200 per diem 1099 contractors.
- Developed, established, maintained, and enforced all Human Resources and Payroll policies and procedures at corporate headquarters as well as three (3) satellite restaurants and cafeterias.
- Administered contracted employee benefits including 401(k) and Cafeteria Plan; researched and ultimately selected options.
- Produced, balanced, and reviewed monthly payroll general ledger report along with all quarterly and year-end tax and W-2/1099 reporting; cleared all benefit invoices for payment.
- Resolved all employee grievances against management and employees, according to law and company policies.
- Updated and revamped employee handbook.
- Facilitated monthly management team meetings; appointed Second-in-Charge of the administration and sales staff of twelve (12) behind the Vice President.
- Instructed and supervised two (2) employees including a Payroll Assistant and backup Data Entry Clerk.

Selected Accomplishments:

- Pivotal negotiator in Local Union 25 & 32 contracts.
- Successfully negotiated healthcare contracts with 3rd party administrators.
- Improved and enhanced management and employee morale, communications, and relations.

ADDITIONAL EXPERIENCE

- Payroll Accountant, ABC Company, Inc., Any Town, USA
- Senior Accounting Specialist - Payroll, ABC Company, Inc., Any Town, USA
- Director of Human Resources and Payroll, Clinical Care SNF Pharmacy, Inc., ABC Company, Inc., Any Town, USA

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

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|------------------------------|---------------------------|---------------------|
| • <i>ADP Etime</i> | • <i>HRizon</i> | • <i>PayForce</i> |
| • <i>ADP PCPW</i> | • <i>Kronos</i> | • <i>Peachtree</i> |
| • <i>Ceridian</i> | • <i>Lawson Payroll</i> | • <i>PeopleSoft</i> |
| • <i>Ceridian/PayAmerica</i> | • <i>Microsoft Office</i> | • <i>Platinum</i> |
| • <i>Great Plains</i> | • <i>Millenium</i> | • <i>UltiPro</i> |

PROFESSIONAL AFFILIATIONS

- American Payroll Association, Metropolitan Area Chapter & National Chapter