

Robert Smith

Staff Payroll Accountant

PERSONAL STATEMENT

Detailed oriented Payroll Accountant with over 4 years of experience in the Engineering domain within large, high-volume organizations, utilizing leading technologies and processes. Analytical and highly-adaptable, skilled in working across all business and operational groups and leadership levels.

WORK EXPERIENCE

Staff Payroll Accountant **Sparrows Offshore - March 2013 - Present**

Responsibilities:

- Collecting daily, weekly and bi-weekly timesheets from office, field, onshore and offshore employees.
- Overseeing the time and labor processes to ensure timesheets are reconciled to field tickets by creating workflows with offshore account managers to verify accuracy and completeness.
- Primary point of contact for all payroll, tax, and general ledger reconciling items, ensuring replies.
- Producing weekly reports for Payroll, Finance, and HR, and our international payroll partners.
- Preparing payroll journal entries, account reconciliations, expense journals, and accruals accounts.
- Handling the general ledger, interface mapping, and balance sheet accounts, and file related.
- Keeping U.S HRIS system updated, maintaining and file timesheets, payroll, and accounting data both paper and electronically.

PAYROLL SPECIALIST **Exterran Energy Solutions - September 2014 - March 2015**

Responsibilities:

- Audited all payroll setups, i.e., tables, background calculations, pay and deduction codes.
- Sustained quarterly payroll tax balancing and reconciliations to year-end W2s, W2Cs.
- Filed for new tax account setups with entities, additions, and terminations of payroll tax accounts.
- Managed the addition, termination, and setup of new payroll tax accounts.
- Accurate and timely biweekly payroll processing using the ADP Workforce Now platform for both exempt and non-exempt employees.
- Ensured the compliance with company policies, as well as federal / state payroll laws and regulations.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7890
info@qwikresume.com
www.qwikresume.com

SKILLS

General Ledger, ADP, HR Information System, Benefits Administration, CITRIX, Reconciliation, Pivot Tables, V-looks Ups

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
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Payroll Records and Procedures Merle W. Wood, Sherry Cohen, 1999-09 This package consists of a student text workbook practice set and computerized templates for QuickBooks The program presents payroll activities and related materials as a single unit and includes a comprehensive practice set that is available separately or shrink wrapped with the text workbook The easy to read presentation of topics helps students develop efficient working procedures Numerous illustrations and examples support content

The Publishers' Trade List Annual, 1992 **Complete Accounting Course** David Himmelblau, 1924 *IBPS SO Main HR Personnel Officer 15 Practice Sets (Complete study material) 2021* Mona Yadav, Shivendra Kumar Sinha, Kajal Gaur, 2021-12-07 1 The book provides with 15 Practice Sets of IBPS SO it Officer 2 The book is divided into 3 Main sections 3 Revision round contains 9 chapters 4 Knock outs 15 full lengths practice sets 5 Real nuts 3 Previous years papers 2017 2019 6 5 Online practice sets for complete practice Institute of Banking Personnel Selection or IBPS has invited eligible candidates by releasing 1828 vacancies of specialist officers SO in different disciplines The book IBPS Bank SO HR Personnel Officer main Exam 15 Practice Sets aim to provide a systematic practice to the aspirants This book has been strategically classified into three sections to facilitate complete study material from revision to practice Where Section I Revision Round it consists of 9 chapters giving complete theory revision and practice of each chapter Section II Knock Out Round this round puts all your knowledge to the test by providing 15 Crack Sets for vigorous practice along with the detailed solutions Lastly Section III The Real Nuts After getting the exact and complete idea of exam pattern you get to solved previous Solved Papers 2017 19 for practice This is a highly approachable book to gain a winning attitude to ace the upcoming IBPS SO Main examination TOC Section I Revision Round Section II Knock Out Round Section III The Real Nuts

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Publishers Trade List Annual, 1992 ,1992

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