

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

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Jacob Hugh Jackson



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Table of Contents Accounting Practice Set Answers Payroll

1. Understanding the eBook Accounting Practice Set Answers Payroll
 - The Rise of Digital Reading Accounting Practice Set Answers Payroll
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounting Practice Set Answers Payroll
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounting Practice Set Answers Payroll
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting Practice Set Answers Payroll
 - Personalized Recommendations
 - Accounting Practice Set Answers Payroll User Reviews and Ratings
 - Accounting Practice Set Answers Payroll and Bestseller Lists

5. Accessing Accounting Practice Set Answers Payroll Free and Paid eBooks
 - Accounting Practice Set Answers Payroll Public Domain eBooks
 - Accounting Practice Set Answers Payroll eBook Subscription Services
 - Accounting Practice Set Answers Payroll Budget-Friendly Options
6. Navigating Accounting Practice Set Answers Payroll eBook Formats
 - ePub, PDF, MOBI, and More
 - Accounting Practice Set Answers Payroll Compatibility with Devices
 - Accounting Practice Set Answers Payroll Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounting Practice Set Answers Payroll
 - Highlighting and Note-Taking Accounting Practice Set Answers Payroll
 - Interactive Elements Accounting Practice Set Answers Payroll
8. Staying Engaged with Accounting Practice Set Answers Payroll
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounting Practice Set Answers Payroll
9. Balancing eBooks and Physical Books Accounting Practice Set Answers Payroll
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounting Practice Set Answers Payroll
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounting Practice Set Answers Payroll
 - Setting Reading Goals Accounting Practice Set Answers Payroll
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting Practice Set Answers Payroll
 - Fact-Checking eBook Content of Accounting Practice Set Answers Payroll
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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