

# 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)  
Reference - 2 (Company Name)

# Accounting Practice Set Answers Payroll

**G Orfield**



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