

# 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)

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**Chandresh Agrawal, Nandini Books**



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**Gle ACC Twe 1st Year 2000** Donald J. Guerrieri,F. Barry Haber,William B. Hoyt,Robert E. Turner,1999-04 Focuses on a business perspective by using examples from the business world to illustrate accounting concepts

**Solutions Manual to Study Guide and Working Papers for College Accounting** John Ellis Price,M. David Haddock,Horace R. Brock,1999-04

**The Accountants Digest** Leland Lawrence Briggs,1959

**The Vocational-technical Library Collection** Bruce Reinhart,1970

**El-Hi Textbooks and Serials in Print ,2006** *Complete Accounting Course* David Himmelblau,1924

**College Accounting** Jeffrey Slater,2003

**Payroll Accounting 1996 Edition** Bernard J. Bieg,Billy Lewis Keeling,1995 Trusted for its up to date coverage the book offers a comprehensive treatment of wages payroll operations and employment practices This text illustrates the calculation of payroll and payroll taxes essential to your bank account In addition you learn how to prepare records and reports that form the foundation of an efficient payroll system Back cover

*Accounting Principles, Study Guide Volume 2* Jerry J. Weygandt,Donald E.

Kieso, Walter G. Kell, 1996-02-27 The most complete guide available to help professionals sharpen their accounting and business skills This unique reference features a logically structured framework that details accounting practices step by step as well as all the newest innovations in the field **Canadian Books in Print** ,1980 **Records & Briefs New York State Appellate Division** **Records & Briefs New York State Appellate Division** , *The Publishers' Trade List Annual* ,1978 **Human Resources Report** ,2002 **National Business Education Quarterly** ,1947 **Financial Accounting, Self-Study Problems/Solutions Book** Jerry J. Weygandt, Donald E. Kieso, Paul D. Kimmel, 1999-11-24 From one of the hottest author teams in accounting comes a new edition of the highly successful Financial Accounting This edition retains the traditional procedural coverage of the previous editions along with a practical decision making focus Anyone who will ever be asked to prepare or use accounting information to make effective decisions will benefit from this best selling text

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