

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
(323)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

General Ledger, ADP, HR Information System, Benefits Administration, CTRIX, 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

Bernard J. Bieg,Billy Lewis Keeling

Accounting Practice Set Answers Payroll:

Solutions Manual to Study Guide and Working Papers for College Accounting John Ellis Price,M. David Haddock,Horace R. Brock,1999-04 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 **The Accountants Digest** Leland Lawrence Briggs,1959 El-Hi Textbooks and Serials in Print ,2006

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 *Complete Accounting Course* David Himmelblau,1924

Executive Accounting Charles Albert Le Deuc,1952 **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 College Accounting Jeffrey Slater,2003 *The Vocational-technical Library Collection* Bruce Reinhart,1970 The Publishers' Trade List Annual ,1978 **Principles of Accounting** Eric Louis Kohler,Paul Leslie Morrison,1926 The Power of Thanks: How Social Recognition Empowers Employees and Creates a Best Place to Work Eric Mosley,Derek Irvine,2014-12-12 The most powerful word in your leadership vocabulary is THANKS Building a fully engaged energized workforce is the key to business success The Power of Thanks reveals how leading companies like Intuit JetBlue Airways IHG Symantec ConAgra Foods and The Hershey Company empower employees through social recognition in which the practice of mutual appreciation and trust directs and rewards higher performance Eric Mosley and Derek Irvine executives at the world renowned employee recognition firm Globoforce explain why social recognition is so powerful and how you can apply it in your company Case by case they show how a carefullyplanned and consistently executed Culture of Recognition business strategy inspires Greater employee engagement and loyalty Stronger more unified teams and departments A creative innovative company culture Improved customer

satisfaction Increased profitability and organizational health Mosley and Irvine provide practical advice and proven examples for devising a powerful growth generating strategy that modernizes employee recognition for today s social global multi generational and 24x7 wired workforce When employees participate in a culture that makes everyone a stakeholder in the organization s success positive energy spreads like wildfire and business results follow Something so simple and powerful might work like magic but it s really just common sense It s smart management It s long term thinking It s The Power of Thanks **The Publishers Weekly** ,1917 Books in Print ,1977 Accountants' Index American Institute of Certified Public Accountants,1959 **BNA Pension & Benefits Reporter** ,2002-07 **Financial Accounting** Richard F.

Kochanek,2000 Rowe Bookkeeping and Accounting Practice Harry Marc Rowe,1938 **Business Education Index**
,1987 An author and subject index of business education articles compiled from a selected list of periodicals and yearbooks published during the year

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