

Create a Resume in minutes with this template!

Build My Resume

Josephine Russell

123 Main Street, San Francisco, CA 94122
Home: 000-000-0000 | Cell: 000-000-0000
email@example.com

Professional Summary

Detail-oriented Payroll Officer adept at initiating and implementing efficient payroll procedures. Committed to maintaining meticulous payroll records to ensure accurate disbursements. Specialize in identifying and resolving payroll issues to maintain efficient payroll procedures.

Core Qualifications

- Comprehensive experience with standard payroll systems
- Extensive payroll processing capabilities
- Solid understanding of payroll software
- Strong ability to meet strict deadlines
- Great problem solving abilities
- Excellent communications skills

Experience

Payroll Officer Innovative Solutions Ltd.

5/1/2009 - 1/1/2010
New Parkland, CA

- Confirmed that all required deductions were taken out before pay disbursement.
- Reported payroll discrepancies to Payroll Manager for resolution.
- Checked all scheduled payroll disbursements for errors.
- Reconciled payroll for assigned departments.

Payroll Officer ABC Manufacturing

1/1/2010 - 4/1/2011
New Parkland, CA

- Assisted Payroll Manager with month-end reconciliations.
- Processed pay increases back pay due bonuses and overtime pay.
- Calculated and processed termination pay including any severance pay due.
- Trained new payroll department employees as requested by Payroll Manager.
- Updated files to reflect pay increases terminations and bonuses.

Payroll Officer Green Valley Industries of New Parkland

5/1/2011 - Present
New Parkland, CA

- Met all internal and statutory obligations in a timely manner.
- Maintained reports of scheduled time off sick leave and maternity leave.
- Coordinated with staff to ensure that all payroll records were kept up-to-date.
- Ensured that direct deposit information was correct for all employees.
- Assisted with periodic internal audits to ensure quality.

Education

Bachelor of Science - Accounting
University of California

2009
New Parkland, CA

Want more? Check out our other examples.

See More Examples