Experience

Payroll Clerk - Hickle LLC, Phoenix, AZ

03/2019 - Present

- May require potential to type at least 40 words per minute with high accuracy
- Computer literacy, 10 Key, Microsoft Word, Excel, and PowerPoint
- Incoming Freshmen student
- Input and process payroll daily for craft and staff employees for the Williams Project in Hegins Township, PA
- · Kronos, Oracle, Excel-
- PeopleSoft knowledge and experience (2 yrs
- Demonstrated proficiency working with computers and various software applications, including working knowledge of word, excel spreadsheets and the Microsoft suite
- Strong communication skills (presentation, written and verbal)
- Demonstrated team orientation with collaborative working style

Payroll Clerk - Williamson-McCullough, Phoenix, AZ

09/2014 - 10/2018

- PeopleSoft Query experience
- Project experience
- High school diploma or equivelent
- Experience with office equipment including folders, inserters, mail meters, telephones, and copier/printer/scanner
- Versatile and autonomous.
- Respect confidentiality and detail oriented
- Maintain employee data in ERP System.
- · Process new hire information in the system
- Assists in the preparation of live payroll
- · Apply time off requests in system

Education

University of Cincinnati - Bachelor's in Accounting

Skills

- · Process weekly payroll for USA and Canadian locations
- Government Remittances
- Enter / change benefits information on payroll system(s) sites for Canada & USA.
- Finance Administration; monthly reports, maintaining insurance documentation
- Processing expenses and apply to all payroll system(s) on a weekly basis
- Benefits package (health, dental, life insurance and extended medical)
- Paid time off (vacation and personal days)
- . Opportunity to work with teams within locations in Canada and US
- Payroll Administration: process hire applications, transfer forms, termination forms, hire packages, wage increases, ROEs, T4s, 1054s, 1099s, Bonuses, Profit Shares
- · Reporting: creating and maintaining reports

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