

## Experience

### **Payroll Clerk – Hickie 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 equivalent
- 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

# Sample Payroll Clerk Exam For California

**Shasha Hu**



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