

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

Lingjun Ying



Sample Payroll Clerk Exam For California:

Enjoying the Beat of Appearance: An Emotional Symphony within **Sample Payroll Clerk Exam For California**

In some sort of consumed by screens and the ceaseless chatter of quick communication, the melodic splendor and emotional symphony produced by the written word usually disappear into the background, eclipsed by the constant sound and disturbances that permeate our lives. However, located within the pages of **Sample Payroll Clerk Exam For California** a marvelous fictional treasure full of fresh emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, this charming masterpiece conducts viewers on a psychological journey, well unraveling the hidden melodies and profound influence resonating within each carefully crafted phrase. Within the depths of the moving assessment, we shall investigate the book is key harmonies, analyze their enthralling writing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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