

Payroll Specialist

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Summary

Meticulous payroll specialist with six years processing multi-state payroll for 800-plus employees in ADP Workforce Now, trusted for on-time, error-free pay runs and clean quarterly and year-end tax filings.

Experience

Payroll Specialist, Brightline Services Corporation

2020 – Present

City, ST

- Processed semimonthly payroll for 820 employees across nine states in ADP Workforce Now with a 99.8% accuracy rate.
- Filed federal, state, and local payroll taxes on schedule, avoiding penalties across 24 consecutive periods.
- Administered 60-plus active wage garnishments and child-support orders, applying each correctly and on time.
- Reconciled payroll to the general ledger every cycle, resolving variances before the books closed.
- Completed year-end W-2 processing for 820 employees, distributing all forms before the January deadline.
- Cut payroll-correction tickets 35% by building a pre-run audit checklist for timecards and pay changes.
- Configured new earning and deduction codes for a benefits change affecting 300 employees without error.
- Responded to employee pay inquiries within one business day, resolving 90% without escalation.

Payroll Coordinator, Westfield Healthcare Network

2017 – 2020

City, ST

- Supported biweekly payroll for 450 employees, verifying timecards and shift differentials before each run.
- Processed new-hire, termination, and status changes in the HRIS, keeping pay records current.
- Calculated overtime, on-call pay, and retroactive adjustments in line with FLSA rules.
- Reconciled benefit and 401(k) deductions to vendor reports each month with full documentation.
- Prepared quarterly 941 reconciliations and supported the year-end close for the payroll function.
- Maintained confidential payroll files and audit-ready records for a 450-person workforce.

Education

Associate of Applied Science in Accounting

2015 – 2017

Community College — City, ST

Certifications & Licenses

Fundamental Payroll Certification (FPC) · Certified Payroll Professional (CPP)

Skills

Multi-state payroll · ADP Workforce Now · Payroll tax filing · Wage garnishments · FLSA compliance · Payroll reconciliation · W-2 and year-end processing · Timecard auditing · HRIS data entry · Benefit and 401(k) deductions · Confidentiality · Microsoft Excel