
Payroll Administrator Resume

Job Objective

To use my experience and expertise as a Payroll Administrator to help boost the organization and increase sales.

Highlights of Qualifications:

- Highly experienced as Payroll Administrator
 - Huge knowledge of payroll operations and tax updates
 - Deep knowledge of ADP, Ceridian Reporting Tools and Call Centre
 - Familiarity with UltiPro Payroll Software and MS Office
 - Amazing ability to manage with customers
 - Outstanding ability to handle confidential information
 - Excellent organizational and time management skills
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Professional Experience:

Payroll Administrator
Aspire Indiana, Marysville, OH
November 2007 – Present

- Aided Payroll Manager and outlined payroll data.
- Formulated computer input forms.
- Evaluated wages computed and corrected errors.
- Maintained changes affecting net wages.
- Formulated periodic reports and requests for checks.
- Computed paychecks and payroll files.

Payroll Administrator
Corliss Resources, Marysville, OH
December 2003 – October 2007

- Managed regular cycle payments.
 - Aided as primary payroll liaison.
 - Formulated manual checks and general ledger account reconciliations.
 - Coordinated with other members of accounting staff.
 - Handled telephone calls and distributed reports.
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Education:

Bachelor's Degree in Finance
Earlham College, Richmond, IN

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