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# PAYROLL ANALYST RESUME

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## Job Objective:

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Obtain a Payroll Analyst position in a well established firm that offers opportunities for professional growth.

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## Highlights of Qualifications:

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- Profound knowledge of PDS Vista 3.2 HRIS system
  - Sound knowledge of payroll processing
  - Proficient with payroll software, Microsoft products and reporting (Crystal Reports)
  - In depth knowledge of HRMS HR and Payroll configuration, tables and business processes
  - Wide knowledge of tax and benefits, multi-state taxation rules, pay standards and hour laws
  - Ability to apply internal and external financial controls and standards
  - Excellent communication and analytical skills
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## Professional Experience:

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Payroll Analyst  
Nicor Inc., Albany, NY  
August 2005 – Present

- Restored quarterly and annual tax filing to ensure proper taxes are filed and paid.
- Processed and reviewed payroll documents.
- Entered and audited changes into payroll system.
- Processed court orders for garnishments and submitted withholdings to appropriate agencies.
- Documented and updated payroll processes and procedures.
- Responded to employee and management requests regarding payroll issues.
- Worked extensively with Benefits, Human Resources and Accounts Payable departments to coordinate payroll processes.

Payroll Analyst  
Burger King Corporation, Albany, NY  
May 2000 – July 2005

- Provided tax and other updates to the payroll system.
  - Ensured individual employee withholding is correctly applied in the payroll system.
  - Reviewed and resolved issues with internal and business accounting groups.
  - Handled internal and external financial controls reviews.
  - Managed and provided oversight of various incentive, deferred and other payment processes.
  - Assessed and prepared various ad hoc report requests.
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## Education:

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Bachelors Degree in Mathematics  
University of California, Berkeley, CA

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