
Payroll And Benefits Administrator Resume

Job Objective

Payroll And Benefits Administrator seeking position in which to use my skills to their fullest to help improve the organization as a whole.

Highlights of Qualifications:

- Remarkable experience in payroll general practice
 - Huge knowledge of ADP payroll systems and HRIS systems
 - Deep knowledge of PeopleSoft HRMS and Payroll Tax
 - Familiarity with ERISA, FMLA, COBRA, HIPPA and ADA
 - Amazing ability to manage timelines
 - Outstanding ability to managed in fast environment
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Professional Experience:

Payroll And Benefits Administrator
Marine Credit Union, Garfield Heights, OH
November 2007 – Present

- Handled Payroll Tax and Unemployment Insurance issues.
- Managed company Human Resource Information System.
- Scrutinized payroll and production of annual W2's.
- Supervised company benefits programs.
- Aided as information resource and New Hire Orientation.

Payroll And Benefits Administrator
Bridge Worldwide, Garfield Heights, OH
December 2003 – October 2007

- Managed confidentiality of privileged and sensitive information.
 - Updated census reports and listed new employees.
 - Handled employee parking and imparted salary position summaries..
 - Assisted Benefit Manager processes.
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Education:

Bachelor's Degree in Accounting
Dordt College, Sioux Center, IA

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