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## Payroll Auditor Resume

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### Job Objective

To obtain a Payroll Auditor position in which I can enhance my skills and become a valued member of your team.

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### Summary of Qualifications:

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- Comprehensive experience in medical claims and payroll processing
  - In-depth knowledge of payroll, benefits, taxation, and labor laws/regulations
  - Wide knowledge of general ledger and accounting principles
  - Proficient with ADP, Timekeeper and Ceridian
  - Ability to adapt to change, analyze and make decisions in a competent and timely manner
  - Excellent written and verbal communication skills
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### Work Experience:

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Payroll Auditor, August 2005 – Present  
Winter, Wyman Companies, Milwaukee, WI

- Reviewed daily PAF's from polling.
- Researched and resolved payroll issues.
- Processed all payments on time.
- Calculated and prepared paperwork for adjustments outside automatic Payroll processing.
- Managed totaling of on-line MSA adjustments.
- Reviewed Incoming store mail and performed distribution.

Payroll Auditor, May 2000 – July 2005  
Key Resource Group, Milwaukee, WI

- Entered taxing codes into MSA.
  - Reviewed monthly tax and wage reports (employee tax summary).
  - Administered accuracy in official procedures.
  - Conducted actual audit work performed by team members, and verified data and documents.
  - Interpreted contracts and established value and cost deductibility.
  - Audited desk audits and audit team documents.
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### Education:

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Bachelor's Degree in Finance, Sisseton Wahpeton College, Village, SD

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