
Payroll Practitioner Resume

Job Objective

Looking for a position as a Payroll Practitioner within the company.

Highlights of Qualifications:

- Remarkable payroll work experience and practicality in managing timekeeping systems
 - Huge knowledge of payroll processes
 - Deep knowledge of laws applicable to payment of wages
 - Familiarity with basic accounting and math principles
 - Proficient with accounting software, database software and payroll systems
 - Wide knowledge of state and federal laws and company policy as it relates to pay
 - Ability to manage in stressful conditions and timelines
 - Ability to calculate & process weekly & biweekly payroll
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Professional Experience:

Payroll Practitioner
Spectrum Brands, Schaumburg, IL
August 2005 – Present

- Evaluated and interpreted improvement in process.
- Analyzed Cross Application Timesheet entry.
- Managed pay issues and provided feedback.
- Maintained earnings and deductions.
- Handled resolution of banking items and imparted payroll information.

Payroll Practitioner
TAPFIN, Schaumburg, IL
May 2000 – July 2005

- Maintained attendance records and payroll data.
 - Computed payroll tax deductions and evaluated payroll issues.
 - Handled inquiries from associates and maintained computerized data files.
 - Managed reports and executed electronic funds transfer.
 - Balanced payroll reports and formulated computer generated reports.
 - Aided as backup for Payroll Tax Analyst and Payroll Manager.
 - Coordinated with Auditors and outside agencies and managed payroll escheatment procedure.
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Education:

Bachelor's Degree in Accounting
Macalester College, Saint Paul, MN

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