



MICHAEL ANDERSON

Senior Payroll Accountant

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SUMMARY

Distinguished Payroll Accountant with over a decade of extensive expertise in payroll management and financial compliance. Proficient in leveraging advanced payroll software and accounting principles to ensure accuracy and timeliness in payroll processing. Demonstrated ability to navigate complex tax regulations and labor laws while maintaining meticulous attention to detail. Adept at analyzing payroll data to identify discrepancies and implement corrective measures.

WORK EXPERIENCE

Senior Payroll Accountant Global Finance Corp

Jan 2023 - Present

- Managed payroll operations for over 1,500 employees across multiple jurisdictions.
- Implemented a new payroll system that reduced processing time by 30%.
- Conducted regular audits to ensure compliance with local, state, and federal regulations.
- Collaborated with HR to streamline employee onboarding and payroll integration.
- Provided training and support to junior accountants on payroll best practices.
- Analyzed payroll data for trends and discrepancies, facilitating corrective action.

Payroll Accountant ABC Accounting Solutions

Jan 2020 - Dec 2022

- Processed bi-weekly payroll for a diverse client portfolio, ensuring accuracy and compliance.
 - Utilized ADP Workforce Now to manage payroll functions and reporting.
 - Addressed employee inquiries regarding payroll discrepancies and tax withholdings.
 - Prepared payroll tax filings and ensured timely remittance to regulatory agencies.
 - Conducted year-end payroll reconciliations and reporting for audit purposes.
 - Supported the development of payroll policies and procedures to enhance operational efficiency.
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EDUCATION

Bachelor of Science in Accounting, University of Business, 2010

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** payroll management, tax compliance, financial reporting, data analysis, process optimization, team leadership
- **Awards/Activities:** Reduced payroll processing errors by 25% through system enhancements.
- **Awards/Activities:** Received 'Employee of the Year' award for outstanding performance in payroll operations.
- **Awards/Activities:** Successfully led a project that increased payroll efficiency, saving the company \$50,000 annually.
- **Languages:** English, Spanish, French