



Michael

ANDERSON

PAYROLL SPECIALIST

Dedicated Payroll Accountant with substantial experience in managing payroll functions within diverse organizational settings. Expertise in payroll processing, compliance, and financial reporting, underpinned by a strong foundation in accounting principles. Skilled in utilizing various payroll software solutions to enhance operational efficiency and accuracy. Proven ability to manage payroll for both hourly and salaried employees, ensuring compliance with applicable regulations.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- payroll processing
- compliance management
- reporting
- tax filings
- employee relations
- auditing

LANGUAGES

- English
- Spanish
- French

EDUCATION

**ASSOCIATE DEGREE IN ACCOUNTING,
COMMUNITY COLLEGE, 2010**

ACHIEVEMENTS

- Improved payroll processing time by 15% through streamlined operations.
- Recognized for excellent service in payroll operations by management.
- Successfully trained new staff on payroll systems and compliance requirements.

WORK EXPERIENCE

PAYROLL SPECIALIST

Healthcare Solutions Group

2020 - 2025

- Managed payroll for 800+ employees, ensuring accuracy and compliance.
- Utilized Ceridian software to process payroll and generate reports.
- Handled payroll inquiries and resolved discrepancies promptly.
- Prepared and submitted payroll tax filings in accordance with regulations.
- Conducted payroll audits to ensure compliance with company policies.
- Assisted in the implementation of new payroll procedures to improve efficiency.

PAYROLL ACCOUNTANT

Retail Management Corp

2015 - 2020

- Processed bi-weekly payroll for a workforce of 500 employees across multiple locations.
- Ensured compliance with labor laws and tax regulations.
- Collaborated with HR to manage employee deductions and benefits.
- Generated payroll reports for management and audit purposes.
- Maintained accurate payroll records and documentation.
- Supported the development of payroll training materials for staff.