



MICHAEL ANDERSON

Payroll Accountant

Highly organized Payroll Accountant with significant experience in payroll management and compliance in the retail sector. Demonstrated proficiency in handling payroll for a large workforce with a focus on accuracy and timeliness. Proven ability to manage payroll systems effectively and resolve discrepancies efficiently. Strong analytical skills with a commitment to continuous improvement in payroll processes.

WORK EXPERIENCE

Payroll Accountant

2020-2023

Retail Dynamics Inc

- Managed payroll for over 1,000 employees, ensuring compliance with company policies.
- Utilized Kronos software to process payroll and generate reports.
- Resolved payroll discrepancies and addressed employee inquiries effectively.
- Prepared and submitted payroll tax filings in compliance with regulations.
- Conducted payroll audits to maintain accuracy and compliance.
- Developed payroll training materials for new hires.

Payroll Technician

2019-2020

Service Retail Group

- Assisted in payroll processing for a workforce of 300 employees.
- Maintained accurate payroll records and documentation.
- Responded to payroll inquiries from employees and management.
- Supported year-end payroll processes, including W-2 preparation.
- Utilized ADP for payroll processing and reporting.
- Participated in payroll process improvement initiatives.

ACHIEVEMENTS

- Improved payroll accuracy by 30% through enhanced auditing processes.
- Recognized for exceptional service and dedication to payroll operations.
- Successfully implemented a new payroll system that streamlined operations.

CONTACT

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EDUCATION

Bachelor of Science in Business Management

National University
2011

SKILLS

- payroll management
- compliance
- reporting
- tax filings
- employee relations
- systems management

LANGUAGES

- English
- Spanish
- French