

# MICHAEL ANDERSON

Payroll Administrator

- San Francisco, CA
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Detail-oriented Payroll Accountant with extensive experience in payroll administration and compliance management. Expertise in utilizing various payroll systems to ensure accurate and timely processing for diverse employee populations. Proven ability to analyze payroll data, identify discrepancies, and implement corrective actions. Committed to fostering a culture of compliance and accuracy within payroll operations.

## WORK EXPERIENCE

### Payroll Administrator | Financial Services Corp

Jan 2022 – Present

- Administered payroll processing for 900 employees, ensuring compliance with all regulations.
- Utilized Paychex for payroll management and reporting.
- Resolved payroll issues and inquiries from employees and management promptly.
- Prepared payroll tax filings and ensured timely remittance.
- Conducted audits to maintain payroll accuracy and compliance.
- Developed and implemented new payroll procedures to enhance efficiency.

### Payroll Associate | Global Retail Corp

Jul 2019 – Dec 2021

- Assisted in payroll processing for a diverse workforce of 600 employees.
- Maintained accurate payroll records and documentation.
- Responded to employee inquiries regarding payroll and benefits.
- Supported year-end payroll processes, including W-2 preparation.
- Utilized ADP for payroll processing and reporting.
- Participated in payroll process improvement initiatives to enhance efficiency.

## SKILLS

payroll administration

compliance management

data analysis

reporting

employee communication

auditing

## EDUCATION

### Bachelor of Arts in Accounting

2013

Metropolitan University

## ACHIEVEMENTS

- Enhanced payroll processing efficiency by 25% through systematic improvements.
- Recognized for outstanding contributions to payroll accuracy and compliance.
- Successfully trained new staff on payroll systems and compliance requirements.

## LANGUAGES

English

Spanish

French