



MICHAEL ANDERSON

Senior Payroll Analyst

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SUMMARY

Distinguished Payroll Specialist with extensive expertise in managing payroll systems and processes for diverse organizations. Demonstrated proficiency in compliance with federal and state regulations, ensuring accurate and timely payroll processing. Adept at utilizing advanced payroll software to streamline operations, resulting in enhanced efficiency and reduced errors. Possesses a strong analytical mindset, capable of identifying discrepancies and implementing corrective measures effectively.

WORK EXPERIENCE

Senior Payroll Analyst Global Tech Solutions

Jan 2023 - Present

- Executed payroll for over 2,000 employees using ADP Workforce Now.
- Managed year-end reporting processes, including W-2 and 1099 forms.
- Developed training materials for payroll staff and conducted workshops.
- Collaborated with HR to ensure compliance with labor laws and regulations.
- Analyzed payroll data to identify trends and recommend process improvements.
- Performed audits on payroll records to ensure accuracy and compliance.

Payroll Coordinator Innovative Solutions Inc.

Jan 2020 - Dec 2022

- Processed bi-weekly payroll for 1,500 employees utilizing Paychex.
 - Assisted in the implementation of a new payroll system, ensuring smooth transition.
 - Responded to employee inquiries regarding payroll discrepancies and adjustments.
 - Maintained payroll records and documentation in compliance with company policies.
 - Conducted payroll reconciliations and resolved discrepancies proactively.
 - Supported the annual budget process by providing payroll data analysis.
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EDUCATION

Bachelor of Science in Accounting, University of California, 2015

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Payroll Management, Compliance, Data Analysis, Problem Solving, ADP Workforce Now, Paychex
- **Awards/Activities:** Reduced payroll processing time by 30% through process automation.
- **Awards/Activities:** Received Employee of the Month award for outstanding performance in payroll accuracy.
- **Awards/Activities:** Successfully led a project to enhance payroll reporting capabilities, increasing visibility.
- **Languages:** English, Spanish, French