



MICHAEL ANDERSON

PAYROLL SUPERVISOR

CONTACT

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- San Francisco, CA

SKILLS

- Payroll Processing
- SAP SuccessFactors
- Compliance Management
- Team Leadership
- Timekeeping Systems
- Data Management

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION, UNIVERSITY OF FLORIDA, 2015

ACHIEVEMENTS

- Improved payroll accuracy rates to 99.9% through process enhancements.
- Recognized as Employee of the Year for exceptional contributions to payroll efficiency.
- Successfully led a project that reduced payroll processing costs by 15%.

PROFILE

Accomplished Payroll Specialist with a robust background in managing payroll operations within fast-paced corporate environments. Expertise encompasses processing payroll for multinational organizations, ensuring adherence to various legal standards and internal policies. Proficient in leveraging technology to enhance payroll processes, thereby minimizing errors and maximizing efficiency. Demonstrates exceptional organizational skills, enabling the management of multiple payroll cycles simultaneously.

EXPERIENCE

PAYROLL SUPERVISOR

Tech Innovations Group

2016 - Present

- Oversaw payroll operations for 3,500 employees using SAP SuccessFactors.
- Implemented a new payroll policy that improved compliance rates by 25%.
- Trained and mentored a team of five payroll specialists to enhance productivity.
- Conducted regular audits of payroll processes to ensure accuracy and compliance.
- Served as a liaison between HR and Finance departments to resolve payroll issues.
- Developed payroll forecasting models to assist in budget planning.

PAYROLL SPECIALIST

Dynamic Enterprises

2014 - 2016

- Managed payroll processing for a workforce of 2,000 employees on a monthly basis.
- Ensured compliance with federal and state payroll regulations and reporting.
- Responded to payroll inquiries and resolved discrepancies for employees.
- Maintained payroll records and documentation for audits and reviews.
- Supported the implementation of a new electronic timekeeping system.
- Analyzed payroll data to identify trends and areas for improvement.