MA

Michael
ANDERSON

PAYROLL ADMINISTRATOR

Dedicated Payroll Specialist with comprehensive experience in payroll administration and compliance management. Expertise in managing payroll cycles, ensuring accuracy, and adhering to legal requirements. Demonstrates a meticulous approach to data management, with a focus on confidentiality and security of sensitive information. Skilled in utilizing payroll software to enhance efficiency and streamline processes.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Payroll Administration
- Compliance Management
- Ceridian Dayforce
- Data Security
- Audit Processes
- Team Collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION, COMMUNITY COLLEGE, 2015

ACHIEVEMENTS

- Achieved a 98% accuracy rate in payroll processing through diligent oversight.
- Recognized for outstanding service in resolving employee payroll concerns.
- Successfully implemented a new payroll audit process that improved compliance.

WORK EXPERIENCE

PAYROLL ADMINISTRATOR
Healthcare Solutions Group
2020 - 2025

- Administered payroll for 1,200 employees using Ceridian Dayforce.
- Ensured compliance with healthcare payroll regulations and reporting.
- Resolved employee inquiries related to payroll adjustments and discrepancies.
- Maintained accurate payroll records and documentation.
- Supported the implementation of new payroll software enhancements.
- Conducted payroll audits to identify areas for improvement.

PAYROLL TECHNICIAN
Retail Management Corp
2015 - 2020

- Processed payroll for a team of 800 employees on a weekly basis.
- Assisted in the rollout of a new time tracking system.
- Analyzed payroll data for trends and discrepancies.
- Maintained payroll compliance with state and federal regulations.
- Collaborated with HR to resolve payroll inquiries from employees.
- Supported the annual review of payroll processes and procedures.