MICHAEL
ANDERSON

Payroll Operations Manager

- San Francisco, CA
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Dynamic Payroll Specialist with a strong emphasis on payroll compliance and employee satisfaction. Extensive experience in managing payroll operations for diverse workforces across multiple industries. Expertise in utilizing modern payroll software to streamline processes and enhance accuracy. Known for a methodical approach to resolving payroll discrepancies and ensuring timely payments. Strong analytical skills, allowing for the identification of trends and potential areas for improvement.

WORK EXPERIENCE

Payroll Operations Manager | Retail Group Inc.   Jan 2022 – Present

- Managed payroll operations for 3,000 employees using Ultimate Software.
- Ensured compliance with all local, state, and federal payroll regulations.
- Led a team of payroll specialists to enhance operational efficiency.
- Conducted training sessions on payroll processes and compliance.
- Implemented new payroll software to improve accuracy and efficiency.
- Analyzed payroll data to identify trends and recommend improvements.

Payroll Analyst | Manufacturing Corp   Jul 2019 – Dec 2021

- Processed payroll for 1,500 employees, ensuring timely and accurate payments.
- Maintained compliance with payroll tax regulations and reporting.
- Responded to employee inquiries regarding payroll discrepancies.
- Conducted audits of payroll records to ensure accuracy.
- Collaborated with HR to enhance payroll communication strategies.
- Supported the transition to a new payroll system.

SKILLS

Payroll Compliance   Ultimate Software   Team Leadership   Data Analysis   Employee Relations   Process Improvement

EDUCATION

Bachelor of Science in Business Management   2016
University of California

ACHIEVEMENTS

- Increased payroll processing efficiency by 40% through new software implementation.
- Recognized for achieving a 99.5% accuracy rate in payroll processing.
- Successfully reduced payroll discrepancies by 30% through proactive measures.

LANGUAGES

English   Spanish   French