**Jessica C. Hall**

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**Career Summary:**

Highly-professional and organized Payroll Administrator with a solid experience in overseeing accurate and timely completion of payroll preparation, processing and maintenance activities. Possess thorough understanding of payroll regulations and practices as well as excellent mathematical, communication, multi-tasking and organizational skills.

**Summary of Skills:**

* More than 5 years of experience in preparing and managing payroll processes as well as expert knowledge of payroll principles and regulations, basic employment laws, payroll taxes and audits, benefits administration
* Proficiency in MS Word, Excel and Outlook as well as experience with computerized payroll systems like UltiPro, ADP and Ceridian Reporting Tools as well as with Time and Attendance management software
* Effective communication skills to interact with employees at every level of organization as well as to make them understand the complex payroll processes in a very professional and clear manner
* Excellent planning and prioritization skills to handle extensive lists of tasks involved in a pay cycle accurately and timely
* Ability to identify and solve complex payroll related issues of the employees as well as to deal with tax irregularities, compliance issues quickly and efficiently
* Strong critical thinking and decision-making skills while handling difficult situations
* Ability to maintain confidentiality and exercise extreme discretion
* Strong organizational skills as well as ability to handle multiple tasks simultaneously and within tight deadliness while producing quality and consistent work.

**Work Experience:**

Payroll Administrator

Horizon Project Inc., New York, NY

August 2016 - Present

* Playing an important role in leading and executing payroll processes
* Collaborating with the HR department for payroll-related matters such as new hires, terminations, merit increases, benefits and change of status
* Reviewing and validating employees' information in payroll/ scheduling system for data integrity purposes
* Working closely with other administrators to implement changes that reflect best practices in payroll processing as well as keeping abreast of legal modifications impacting payroll procedures
* Ensuring accurate and complete documentation of payroll processes and procedures
* Reviewing electronic employee time-sheets for accuracy compliance to wage and hour laws
* Ensuring payroll tax compliance, including tax deposits, filings and reconciliations to the general ledger are accurate and completed in a timely manner
* Verifying pay slip count with employee count and ensuring the timely distribution of pay slips
* Addressing employees' pay related concerns, and providing accurate payroll information
* Leading optimization of payroll systems and processes to align with business and system changes
* Processing and monitoring accuracy of payroll deductions, and other necessary adjustments

Payroll Administrator

David Allin Group, New York, NY

December 2014 - July 2016

* Played an important role in planning, organizing, and executing all aspects of payroll functions as well as operated as the first point of contact for employees regarding any payroll inquiries
* Established and implemented written procedures for payroll workflow as needed
* Recorded employee's information including exemptions, transfers and resignations to maintain and update payroll records as well as verified attendance, working hours, and pay adjustments in these records
* Identified and reconciled payroll discrepancies by reviewing time sheets, work charts, wage computation, and other information
* Participated in the fiscal year-end process with the senior payroll, compensation and benefit manager
* Maintained all payroll records as well as conducted regular audits in payroll system for quarterly, annual and other reporting needs
* Reconciled payroll accounts and prepared payroll accounting journal entries
* Handled all aspects of workers compensations' audits as well as maintained their accurate, and complete records
* Kept abreast of changes in local, state and federal laws, including tax and deduction laws, and ensured that the payroll environment and system is in compliance with them

Payroll Administrator (Part-Time)

Impark West Inc., New York, NY

September 2013 - November 2014

* Processed bi-weekly payroll for up to 50 employees accurately and timely
* Worked closely with the HR department to solve employee payroll related issues
* Filled payroll paperwork into employees' personal files after each pay run as well as maintained the highest level of confidentiality
* Prepared and maintained documentation on payroll processes, procedures, and checklists
* Assisted in the review of payroll processes to identify areas of process improvements, and standardization
* Prepared and posted general journal entries for all payroll, payroll accruals, benefits and deductions in the accounting system
* Assisted in providing regular analysis and reporting metrics related to payroll, leave, time and attendance policies
* Assisted in researching and verifying all payroll discrepancies in a timely and accurate manner
* Ensured all data entered into the payroll system is in sync with the HRIS system

**Education:**

* Masters of Business Administration degree in Accounting
New York University, New York, NY
2013
* Bachelor's Degree in Accounting
New York University, New York, NY
2009

**Reference:**

On request.