

NAME

Address
Address
Telephone

EXPERIENCE:

COMPANY

1968 to present

(27 store east coast retail chain • \$600M+ annual sales • 7,000+ employees)

Payroll Manager (1988 to present)

Plan and manage daily operations of the Central Payroll Department encompassing payroll processing, payroll administration, and systems development/planning. Recruit, train, supervise, and evaluate staff of five.

Effectively interact with all management groups up to the C.E.O. Member of numerous Task Forces on payroll-related issues.

Keep current through seminars, business publications, tax guides, and professional networking. Received company Excellence in Finance Award.

Highlights:

- Guarantee the accuracy, integrity, and maintenance of all payroll and payroll related information through the incorporation of changes in company policies and tax laws.
- Coordinate the preparation and issuance of executive payrolls; added twenty-one stores & two distribution centers and converted old locations to P.C. payroll.
- Insure the timely deposit of withholding taxes for each payroll according to government regulation schedules.
- Effectively process and maintain the integrity of special payroll disbursements, accommodating ever-increasing complexities.
- Utilize Lotus 1-2-3 to accurately prepare monthly journal entries in a timely manner, accommodating the addition of new stores.
- Trained and supported payroll staff at store locations in the conversion from a manual to a computerized system.
- Closely collaborate with external payroll processing vendor (ADP); monitor accuracy, timeliness, system changes, and invoices.
- Recommend and implement enhancements to PC system.
- Assist in the research, selection, and implementation of a computerized in-house payroll processing system.

Previously held positions as **Floater (1968 to 1972), Supervisor (1972 to 1987) , Assistant Payroll Manager (1987 to 1988).**

TRAINING:

Fundamentals of Communication, Problem-solving and Decision-making, Labor Relations, Performance Appraisal Training

Plan to pursue Certified Payroll Professional (C.P.P.)

ORGANIZATIONS:

American Payroll Association

References available upon request

