

Payroll Clerk

ALFRED RILEY

15 Orange Street

Yonkers, New York 09876

(914) 456-7890

PAYROLL CLERK

OBJECTIVE:

To provide efficient payroll preparation services to large organization and to develop as a wage and salary administrator, or in a related managerial position.

EXPERIENCE:

1990-
York City
present

PAYROLL CLERK, **Astor Novelty Goods Company**, New

Distributors of gift and premium novelties.

Prepare payroll for 70 employees according to a schedule that I helped develop with the General Manager. Experienced in MSA, ADP payroll and Managistics.

Assist in personnel and bookkeeping as needed.

Desire larger growth opportunity.

1984-
City
1990

SALES CLERK, **Ni-Phi Wholesale Toy Company**, New York

Distributors of children's toys and games.

Began as stock clerk but promoted to sales clerk. Received buyers, discussed needs, demonstrated merchandise, and filled orders. Typed payroll and tax reports.

EDUCATION:

1984-1986
Evenings

Hamstrom Business Institute, New York City

Courses included:

- ☑ Personnel Administration
- ☑ Machine Accounting
- ☑ Wage and Salary Administration
- ☑ Business Administration

1980-
1984

Minuet High School of Commerce

Commercial Diploma

SKILLS:

Full knowledge of payroll taxes and deductions.
Ability to operate standard bookkeeping machines.
Expert typist.

REFERENCES: References will be furnished on request.