

Professional Summary

Payroll Manager with a clear understanding of complex procedures, extensive knowledge of accounting principles, taxation policies, tax procedures, payroll compliance laws and regulations. Looking to bring a reputation for professionalism, leadership, integrity, resourcefulness, creativity and compliance to a payroll team.

Skills

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|---------------------------------------|------------------------------------|---------------------------|
| - Full knowledge of in-house payroll | - Bank reconciliations | - Child support |
| - Annual W-2 set-up and calculation | - Weekly reconciliation of payroll | - Garnishments and Levies |
| - Processing State Income Tax Filings | - Viewpoint Software | - OCIP Reporting |
| - Processing State Unemployment | - Lawson Software | - New Hire Reporting |
| - Excel, Word, Outlook and Access | - Comdata pay card program | - Accounts Receivable |
| - Worker's Compensation Reporting | - Procedure development | - Cash application |

Work History

Austin Maintenance and Construction, Inc.

Mar 2004 to Present

An Austin Industries Company

Payroll Manager

Mar 2010 to Current

- Supervise staff of 5 – Payroll Lead, 2 Sr. Processors and 2 Processors
- On board new hires, educate and grow current staff
- Quarterly goal evaluation with each team member
- Oversee weekly **in-house** payroll process for 5,600 employees
 - Oversee import and validation of 80+ site payrolls
 - Confidential overhead payroll 100+ employees
 - Per diem immediate funding
 - 3 operating companies
- Child support, garnishments, levies and various payroll deductions
- Submit EFT bank files and positive pay
- Weekly, bi-weekly, monthly and quarterly State Income Tax payments/filings for 26 states
- Set-up SIT and SUTA accounts for new states
- Quarterly SUTA reporting
- Bi-weekly New Hire reporting to state
- Quarterly SSN verification
- Monthly Worker's Compensation reporting
- OCIP Reporting to customers
- Account reconciliations monthly/quarterly
- Weekly Federal tax deposits
- Creation and submittal of journal entries for Federal, SIT and SUTA
- Annual W-2 calculation, reconciliation, creation and submission to 26 states 11,000 W2's in 2015
- Set-up Canada payroll utilizing ADP
- Set-up, test and maintain Canada in house payroll for 2 years, division dissolved in 2015
- Annual T4 calculation, reconciliation, creation and submission to CRA
- Successful software conversion from Lawson 9.0 to Viewpoint 4.3, aggressive 6 month set-up - April 2012
- Comdata pay card implementation with 100% electronic payments - March 2015
- Creation and implementation of detailed payroll procedures

Accounts Receivable Supervisor and Staff Accountant

Mar 2004 to Mar 2010

- Execute daily applications of lockbox, ACH deposits, wires and remote bank deposits
- Establish a successful workflow with adequate checkpoints
- Develop and implement AR Aging and collection reports
- Prepare and distribute reports containing collection efforts
- Maintain <90 day DSO
- Review customers utilizing D&B reports
- Prepare and distribute daily Cash report
- Identify and resolve unapplied cash
- Collection and AR presentations for site and field managers
- Reconcile 12 bank accounts including payroll, accounts payable and receivable for 3 operating companies
- Account reconciliations
- Inter-company journal entries
- Calculate quarterly Allowance for Doubtful Accounts
- Oversee internal, external and customer audit requests
- Import procurement charges into accounts payable and process payment

HydroChem Industrial Services, Inc.

Nov 1995 to Mar 2004

Accounts Receivable Supervisor

Apr 1999 to Mar 2004

- Supervise and process activities relating to data entry of AR cash receipts and trace source of payment errors
- Execute daily application of lockbox, ACH credits, wire and manual deposits
- Oracle 10.7 and 11i
- Prepare aged trial balance, bad debt schedule, over 90 and AR collection reports
- Perform annual employee reviews
- Establish successful paper flow with adequate check points
- Maintain customer database in Oracle
- Occasional travel to train on Oracle Accounts Receivable and Accounts Payable modules

Regional Field Accountant – Gulf Coast

Nov 1995 to Apr 1999

- Gulf Coast travel to train administrative staff in application of accounts payable, accounts receivable and payroll time entry
- Audit field processes and billings to ensure compliance with contract
- Monitor and assist with collection efforts on outstanding customer invoices
- Reconcile assigned branch locations to ensure all 3rd party transactions invoiced accurately

Education, Personal Development and Volunteer Groups

CPP-Certified Payroll Professional - Apr 2016

FPC-Fundamental Payroll Certification - Sept 2014

APA-American Payroll Association member since 2010

APA Houston Chapter member since 2015

San Jacinto College – Currently pursuing Bachelors in Accounting

La Porte High School 1990 graduate

Served 2 years on Advisory Board of Directors - Austin Maintenance and Construction, Inc. 2014 & 2015

Committees – ESOP, Building and cost saving

Leadership Development 18 month program

Junior Achievement – San Jacinto College, Lee College and Pasadena Fairgrounds

Boy Scouts of America – 2 Eagle scouts

Treasurer – Barbers Hill High School Project Graduation 2017

Barbers Hill Band Booster member since 2008