

Michelle L Williams

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SUMMARY OF QUALIFICATIONS

- Over 20 years of experience in the field of payroll
 - Over five years of experience working in the field of human resources
 - Proficient in ADP WorkforceNow, Ceridian, Oracle, Kronos, Excel and Microsoft Office
 - Excellent communication and interpersonal skills
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EXPERIENCE

SABINE OIL & GAS CORPORATION

September 2013 to Present

Payroll Specialist

- Responsible for the preparation and processing of bi-weekly payroll for 200+ US employees and monthly payroll for retiree supplemental payroll.
- Process payroll funding wires with appropriate approvals and submit to Director of Budgeting for submission.
- Process all supplemental reimbursements, i.e. health club, mass transit, cell phone.
- Process the HSA accounts each pay period using HSA bank site.
- Process and reconcile the 401K file each pay period using Fidelity site.
- Reconciliation of payroll taxes each quarter.
- Maintain benefits file with any changes and submit to USICG each pay period.
- Maintain and update all I-9 files.
- Month end journal entries and submit to accounting.
- Data entry for all new hires, terminations, employee changes in all systems along with any processing of partial payments.

SBM OFFSHORE ATLANTIA

February 2013 to June 2013

Payroll Generalist

- Responsible for the preparation and processing of semi-monthly payroll for 600+ US employees and monthly payroll for 6 overseas employees thru Ceridian
- Process of any manual checks due to terminations or new hires not paid in pay cycle
- Keep track of all time cards for employees and contractors, along with matching contractor invoices with time cards and approving for accounting to pay
- Handle month-end closing – journal entries of all payrolls and accruals
- Prepare monthly payroll account analyses for payroll accounts
- Prepare all funding requests for accounting department of all taxes, garnishments etc., each pay period
- Quarterly processing of executive mileage reports and deductions pertaining to expenses
- Assist personnel of any questions pertaining to their pay

NATIONAL OILWELL VARCO

January 2007 to February 2013

Human Resources Generalist

- Responsible for the preparation and processing of biweekly payroll for 1000+ employees in three Houston Locations
- Data entry of all new hire paperwork into HRIS system and maintaining employees records in system of any changes, i.e. salary, shift changes, manager/supervisor etc.
- Maintain timekeeping system up to date with employee accruals and shift changes
- Submission of all time cards thru Kronos system by required weekly deadline
- Miscellaneous corporate projects by required deadlines

- Submit and maintain documentation for leave of absence for employees
- Assist employees with any questions pertaining to leave of absence and contact person for employees while out on leave
- Maintain personnel and benefit files for 1000+ employees in three locations
- Assist human resources manager and human resources assistant with daily activities

NATIONAL OILWELL VARCO

May 1999 to January 2007

Payroll Accountant

- Handle all payroll for 650+ employees in three Houston Locations
- Enter time cards manually on in house payroll system - ProBusiness
- Submit payroll taxes thru Ceridan by required deadline
- Maintain and submit all garnishments payments to appropriate courts by required deadlines
- Handle all processing of miscellaneous payroll payments, i.e. reduction in force, stock option payments and bonuses
- Maintain personnel and benefit files for 650+ employees in three locations
- Monthly balancing reports thru Glovia

NATIONAL OILWELL VARCO

August 1997 to May 1999

Accounts Payable Clerk

- Coding of invoices for 75+ vendors
- Enter vendor invoices into system for payment by required deadlines
- Balance out to general ledgers
- Maintain vendor invoice filing
- Assist in additional help to co-workers if needed

Ranger Oilfield Services

February 1991 to August 1997

Administrative Assistant

- Accounts payable and accounts receivables
- Manually calculating payroll for employees pay and submission of payroll taxes
- Submission of quotes for products and services to customers
- Maintain all filing for employees and customer billings
- Assist company owner in coordination of company functions
- Answer phones

Member of the APA and Houston Chapter

EDUCATION

Reagan High School

June 1989

Diploma

References Available Upon Request