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| **PAYROLL ACCOUNTANT** | San Francisco, CA 12345+1 234 567-890first.last@resumeworded.comlinkedin.com/in/resumeworded |
| EXPERIENCEResume Worded, New York, NY***Payroll Accountant***January 2020 - Present* Managed the operational and transactional integrity of payroll for 500+ employees. Reviewed and maintained accurate weekly payroll schedules.
* Reduced processing time for payroll reporting by 35% by consolidating five reports into one payroll dashboard.
* Achieved $40K/year savings by implementing a review process for insurance bills.
* Cut the payroll accrual processing time by 55% by using payroll reports and Excel tables.

Growthsi, Remote***Accountant***July 2016 - January 2020* Reported payroll for a multi-site organization employing over 500 individuals.
* Increased corporate billings by 5% from underreported field data sheets.
* Created and implemented necessary internal controls over payroll processing resulting in 0% error rate.
* Balanced year-end totals for 500+ yearly W-2 documentation.

Resume Worded, Boston, MA***Accounts Receivable Specialist***January 2012 - June 2016* Maintained 97% of cash on a portfolio of approximately $2M on a monthly basis.
* Organized work assignment of 200+ accounts to meet deadlines.
* Resolved 99% of stale receivables over 90+ days past due.
* Performed data entry and administrative functions to produce bi-weekly payroll for 800+ employees.
 | SKILLS* Payroll
* QuickBooks
* Microsoft Access
* ADP Payroll
* Labor and Employment Law
* Discretion
* Accounting

EDUCATIONResume Worded UniversityBachelor of Accounting January 2012New York, NY* **Awards:** Resume Worded Accounting Fellow (only 3 awarded to class), Dean’s List 2012 (Top 10%)
* Completed one-year study abroad with Singapore University

OTHER* Volunteer 20 hours/month at the ABC foundation, leading accounting projects
* PMP-certified (2020)
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