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| **PAYROLL ACCOUNTANT** | San Francisco, CA 12345  +1 234 567-890  first.last@resumeworded.com  linkedin.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 University Bachelor of Accounting January 2012 New 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) |