




Jessica Reed

Payroll Accounting Assistant

Accurate and discreet payroll accounting assistant with 9 years of experience managing payroll processing for midsize organizations. Proficient in tax deduction compliance, benefits administration, and resolving payroll discrepancies with minimal turnaround time. Skilled in maintaining confidential employee financial records, coordinating open enrollment adjustments, and supporting payroll audit requirements. Known for error-free processing and proactive approach to regulatory compliance.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Miami, FL

EDUCATION

Bachelor of Science, Business Administration
Florida International University,
Miami, FL
May 2012

KEY SKILLS

- Full-cycle payroll processing (250+ employees)
- Tax deduction compliance and withholding management
- Employee benefits administration and adjustments
- Payroll discrepancy investigation and resolution
- Data confidentiality and HIPAA-adjacent practices
- Payroll reconciliation and audit support
- ADP, Paychex, and QuickBooks Payroll
- Biweekly and semi-monthly payroll cycles
- State and federal payroll tax filing compliance

PROFESSIONAL EXPERIENCE

Payroll Accounting Assistant | Bright Horizons, Miami, FL
October 2015 - Present

- Managed biweekly payroll processing for 250 employees across 3 locations, achieving error-free disbursement for 9 consecutive years with zero payroll holds
- Updated tax deductions and benefit elections in compliance with state and federal regulations, preventing \$5,000 annually in penalty exposure through proactive withholding reviews
- Resolved payroll discrepancies within 48 hours of employee report, maintaining a 98% first-resolution rate and contributing to consistently high employee satisfaction scores
- Coordinated open enrollment benefit adjustments for 250 employees annually, processing all changes within 3-business-day turnaround with zero benefits lapses
- Supported 3 payroll audits over tenure, preparing reconciliation reports and documentation packages that resolved all audit queries within 5 business days
- Implemented a payroll calendar tracking system that reduced missed deadlines by 100% and provided advance notice for compliance filing windows

Payroll Coordinator | Coral Accounting Services, Miami, FL
January 2012 - October 2015

- Processed payroll reports and reconciled accounts for 100 employees monthly, maintaining data integrity across 3 consecutive annual audits with zero findings
- Maintained accurate employee payroll records for 3-year period, supporting seamless data migration during a company-wide ERP system upgrade
- Coordinated benefit adjustments during 3 open enrollment periods, processing 100+ individual change requests with zero missed elections
- Assisted in federal and state payroll tax filings for 4 jurisdictions, achieving 100% on-time submission rate across 3-year tenure

CERTIFICATIONS

- Fundamental Payroll Certification (FPC), APA | January 2014
- Certified Payroll Professional (CPP), APA | December 2017