

AMY BROWN

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PAYROLL MANAGER

QUALIFICATIONS PROFILE

Methodical, results-driven, and performance-focused professional with solid knowledge of accounting and payroll administration, encompassing tax returns, income, and bookkeeping. Skilled in ledger processes, account reconciliations and streamlining accounts. Equipped with outstanding communication skills essential in coordinating with management, staff, and employees. Bilingual in English and Korean.

PROFESSIONAL EXPERIENCE

ABC, City, State (2000–Present)

ACCOUNTANT

2014–Present

- Review account records; compile financial information; and reconcile reports and financial data.
- Handle accounting operations and closings for monthly and yearly reporting, reconciliations, and the annual external audits for multiple sister companies.
- Enter, check, and correct journal entries on accounting.
- Maintain balance sheet sub-ledgers and conduct monthly reconciliations.
- Generate year-end final accounts for tax returns and confirm the matching returns of entries.
- Prepare cash and travelers checks deposits; and perform daily income audits at the hotel location.
- Manage and follow up on all accounts receivable and process valid payments in accounts payable.
- Authorize employment statuses and salary for employees on disability or inquiring for bank loans.

PAYROLL MANAGER

2008–2013

- Carried out weekly disbursement of payroll, including garnishments, benefits, deductions and taxes to over 500 union employees.
- Processed weekly paychecks for executive staff.
- Implemented and updated systems for the employee base, such as hourly rate, benefits, sick and vacation time in line with contracts for union and non-union.
- Spearheaded the processing of weekly employee garnishments and submit weekly checks to the marshal clerk.
- Supplied employment forms to property manager, which include I9, W4, and LS-54, for incoming staff.
- Ensured the accuracy of paperwork for new employees in the automatic data processing system (ADP).

Earlier Positions Held:

TEAM LEAD

ACCOUNTING CLERK

EDUCATION

Bachelor of Science in Business Management

ABC University, City, State

PROFESSIONAL TRAINING

ADP | Oracle

TECHNICAL ACUMEN

SAGE ERP Accpac 500 version 6.0A | OPERA Property Management System (PMS)
OPERA Reservation System (ORS) version 5.0.04 | ADP Pay eXpert
ADP ezLaborManager | Microsoft Office Excel | Vlook | QuickBooks Pro | Peachtree