

Payroll Clerk

 Debra Nguyen
 123-456-7890
 Springfield, MA
 debra.nguyen@email.com

Payroll Clerk with [number of years] experience of [top 2-5 skills]. Achieved [top achievement]. Expert at [PS 0%] and [2%].

Work experience

- January 2021 - Present

Payroll Clerk

Acme Corp

 - Maintained payroll information by collecting, calculating, and entering employee data, including timecards, in a timely manner.
 - Updated payroll records by entering superannuation, savings deductions, and department or division transfers in QuickBooks.
 - Issued wages and paychecks, and resolved employee pay disputes.
 - Calculated payroll hours, commissions, bonuses, taxes, and deductions.
 - Prepared periodic payroll reports and resolved any payroll discrepancies.
 - Obtained patient histories, vitals, and conducted blood work at a scaling-scale medical clinic.
 - Administered and assisted in managing the clinic's Bench Out and Read program.
- January 2022 - January 2023

Payroll Clerk

Acme Corp

 - Initiated direct deposits and prepared manual checks for a large employee base of 154 employees.
 - Maintained employee confidence and ensured the confidentiality of payroll operations by safeguarding sensitive information.
 - Verified timekeeping records and addressed any discrepancies with employees in a timely manner.
 - Calculated salaries, rate changes, retroactive adjustments, overtime, bonuses, vacation accruals, commissions, and garnishments using tools such as QuickBooks and Excel.
- January 2023 - January 2023

Payroll Clerk

Acme Corp

 - Managed and processed payroll for a workforce of 250 employees, ensuring accurate and timely payments. Addressed any payroll or salary-related inquiries from employees.
 - Maintained daily spreadsheets for payroll and attendance, tracking hours worked and absences.
 - Handled all new hire paperwork, including data entry into the

Skills

Knowledge of Union Payroll and Contracts	<div></div>	80%
Understanding of Payroll Reporting Requirements	<div></div>	100%
Knowledge of Workers' Compensation Insurance	<div></div>	100%
Knowledge of State and Local Payroll Taxes	<div></div>	80%
Payroll Deductions and Garnishments	<div></div>	80%

Education

- August 2020 - May 2022

Payroll Clerk

Acme University

August 2022 - December 2022

Payroll Clerk Specialty Certificate

Acme Career Program

Payroll Clerk Study Guide

National Learning Corporation

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the National Learning Corporation text.

Payroll Clerk Study Guide:

PAYROLL CLERK National Learning Corporation,2019 **Payroll Clerk** National Learning Corporation,2019-02 The Payroll Clerk Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to arithmetic computation name and number checking office record keeping operations with letters and numbers public contact principles and practices and more **Payroll Clerk** ,2017 The Payroll Clerk Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam **Wiley CPAexcel Exam Review 2014 Study Guide** O. Ray Whittington,2013-11-08 Everything today s CPA candidates need to pass the CPA Exam Published annually this Auditing and Attestation volume of the comprehensive four volume paperback reviews all current AICPA content requirements in auditing and attestation Many of the questions are taken directly from previous CPA exams With 2 800 multiple choice questions in all four volumes these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination Its unique modular format helps you zero in on those areas that need more attention and organize your study program Complete sample exam The most effective system available to prepare for the CPA exam proven for over thirty years Timely up to the minute coverage for the computerized exam Contains all current AICPA content requirements in auditing and attestation Unique modular format helps candidates zero in on areas that need work organize their study program and concentrate their efforts Comprehensive questions over 2 800 multiple choice questions and their solutions in the four volumes Guidelines pointers and tips show how to build knowledge in a logical and reinforcing way Other titles by Whittington Audit Sampling An Introduction Fifth Edition Wiley CPA Exam Review 2014 arms test takers with detailed outlines study guidelines and skill building problems to help candidates identify focus on and master the specific topics that need the most work **Wiley CPAexcel Exam Review 2016 Study Guide January** Ray Whittington,2015-12-07 The Wiley CPAexcel Study Guides have helped over a half million candidates pass the CPA Exam This volume contains all current AICPA content requirements in Auditing and Attestation AUD The comprehensive four volume paperback set AUD BEC FAR REG reviews all four parts of the CPA Exam With 3 800 multiple choice questions The CPA study guides provide the detailed information candidates need to master or reinforce tough topic areas The content is separated into 48 modules Unique modular format helps candidates zero in on areas that need work organize their study program and concentrate their efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the complete set AUD BEC FAR REG Guidelines pointers and tips show how to build knowledge in a logical and reinforcing way Arms test takers with detailed text explanations and skill building problems to help candidates identify focus on and master the specific topics that may need additional reinforcement Available in print format *Wiley CPAexcel Exam Review 2015 Study Guide (January)* O.

Ray Whittington,2015-01-29 I wanted to say I bought just the four books by Wiley for each CPA section and took all 4 parts of the exam in May 2009 I studied for about half a year and I PASSED ALL 4 PARTS ON THE FIRST TRY 95% REG 88% FAR 82% AUD 81% BEC I am very excited and happy that these books alone helped me pass Gabriela Adriana Mandiuc Boerne Texas All the information you need to master the computerized CPA exam The most effective system available to prepare for the CPA exam proven for nearly forty years Timely up to the minute coverage for the computerized exam Contains all current AICPA content requirements in Auditing and Attestation Unique modular format helps you zero in on areas that need work organize your study program and concentrate your efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the four volumes Covers the new simulation style problems Includes over 280 simulations Complete sample exam in Auditing and Attestation Guidelines pointers and tips show you how to build knowledge in a logical and reinforcing way Wiley CPAexcel Exam Review Study Guide 2015 arms test takers with detailed outlines study guidelines and skill building problems to help candidates identify focus on and master the specific topics that need the most work

Payroll Clerk ,2024-06 The Payroll Clerk Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to arithmetic computation name and number checking office record keeping operations with letters and numbers public contact principles and practices and more **Study Guide and Forms to**

Accompany Financial Accounting Ingram,Thomas L. Albright,Baldwin,Dave Hill,2000-07 Provides a variety of student aid for mastering the book s material It includes chapter outlines tied to the learning objectives review questions exercises problems and forms tailored to the text s end of chapter assignments *Head Clerk (Payroll)* National Learning

Corporation,2019-02 The Head Clerk Payroll Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study **General Test Study Guide** New Jersey. Division of Equal Employment Opportunity and

Affirmative Action,1988 **Wiley CPAexcel Exam Review 2015 Study Guide July** O. Ray Whittington,2015-05-19 The Auditing and Attestation Volume of the Wiley CPA Examination Study Guides arms readers with detailed outlines and study guidelines plus skill building problems and solutions that help the CPA candidates identify focus on and master the specific topics that need the most work Many of the practice questions are taken from previous exams and care was taken to ensure that they cover all the information candidates need to master in order to pass the new computerized Uniform CPA

Examination *HEAD CLERK (PAYROLL)* National Learning Corporation,2019 *Study Guide and Working Papers to Accompany Introductory College Accounting, with Microcomputer Applications, Second Edition* Henry J. Kaluza,1992

Systems Life Cycle Guide Raymond T. Clarke and Associates,1987 **Correction Officer; a Complete Study Guide for Scoring High on the Exam** David Reuben Turner,1966 **CPA Examination Review** Patrick R Delaney, PH.D., CPA,Patrick R. Delany,1993-06 **Vocational-technical Learning Materials** Bruce Reinhart,1974 **SENIOR**

PAYROLL AUDIT CLERK National Learning Corporation,2019 **A Guide for studying the utilization of nursing service personnel in Veterans Administration hospitals** United States. Veterans Administration. Nursing Service,1961

Civil Service Handbook Arco Publishing,1981 The new edition of the guide that civil service job seekers have trusted for four decades provides clear easy to follow explanations of the required application procedures plus in depth descriptions of all the most popular jobs Full explanations of all eligibility requirements model test questions with answers and two full length practice exams are provided

Decoding **Payroll Clerk Study Guide**: Revealing the Captivating Potential of Verbal Expression

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