

Jennifer Florez, CPP

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Adaptable and decisive Payroll Manager

with strong knowledge of State and Federal Labor Laws

More than 10 years' experience in payroll processing and administration, combined with a degree, and certification as a Payroll Professional. Skilled at handling complicated payroll issues as well as stock administration. Up-to-date on changing regulations, including recent changes to COBRA. Thorough, analytical, responsive, and quality-minded. Possess strong experience implementing HRIS upgrades. Fluent in Spanish and English. Areas of expertise include:

- Payroll Accounting
- Month End Close
- Account Reconciliation
- Wage Garnishments
- Tax Compliance
- Currency Conversions
- Stock Purchase Plans
- Flexible Spending
- Sarbanes-Oxley
- Benefits Reporting
- Policy Development
- Online Check Reporting

“Jennifer is very accurate and efficient, handling a large volume of detailed information and changes with little to no errors.” – Excerpt from a 2007 employee performance review

Professional Experience

NAME OF EMPLOYER – Blacksburg, VA

Feb 2006 – May 2009

Payroll Manager

- Administered semi-monthly payroll for 450+ employees, utilizing Ultimate Software's UltiPro payroll system.
- Oversaw all payroll activities, including policy development, time off, record keeping, overtime, deductions, withholding, and tax reporting.
- Submitted all payroll files and reported to various entities, including deposit records to bank, tax records to tax filers, garnishments, disbursements, 401K, ESPP, Flex Spending Accounts, and all other deductions.
- Elicited positive feedback from employees after distribution of W-2 packages that included detailed stock income reports.
- Reviewed and audited all payroll tax returns and resolved any payroll tax issues, including annual reporting and W-2 distribution; maintained documentation of all SOX compliance paperwork.
- Saved \$20,000 annually in outsourcing fees, and improved accuracy of reporting by bringing stock administration back in-house.
- Introduced online payroll check reporting, which was well received by employees and saved a considerable amount of money.
- Updated policies and procedures and worked with HR on the employee handbook.
- Participated in the selection of a new HRIS system, and implemented transition.

MACVISION – Westtown, NY

May 2004 – Feb 2006

Payroll Manager for a global provider of personalized self-serve web applications.

- Managed payroll processing for 300+ employees.
- Improved compliance audits for Sarbanes-Oxley and lowered legal risk.
- Uncovered several years of incomplete tax filings that were out of balance; took initiative to rectify issue, and negotiate lower penalties to the IRS.