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Joanne Rowland

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Professional Summary

More than ten years of experience as a meticulous Payroll Manager ensuring accurate payroll disbursements through efficient supervision of payroll staff. Committed to training new staff members to become productive team members. Specialize in resolving any payroll issues and implementing quality assurance procedures to ensure timely disbursements.

Core Qualifications

- Significant experience with payroll management methods
- Familiar with all industry standard payroll systems
- Proficient in the use of payroll software applications
- Remarkable ability to make astute observations
- Strong leadership abilities
- Excellent communications skills

Experience

Payroll Manager Seaside Manufacturing

8/1/2003 - 11/1/2005
New Parkland, CA

- Ensured that overtime pay and annual bonuses were included in payroll disbursements.
- Created tracking reports and developed procedures for resolving disbursement errors.
- Evaluated existing payroll systems and made efficiency recommendations.
- Converted payroll files from ADP DOS to ADP Payroll.

Payroll Manager ABC Corporation

11/1/2005 - 3/1/2009
New Parkland, CA

- Processed bi-weekly payroll disbursements and responded to employee issues.
- Reviewed the accuracy of payroll payments to full-time staff and part-time staff.
- Ensured that contractors and seasonal employees received accurate payments for work.
- Confirmed that all deductions such as 401(k) were removed from payroll disbursements.

Payroll Manager Oceanside Industries

3/1/2009 - Present
New Parkland, CA

- Worked to resolve payroll issues and followed up to ensure that corrections were made.
- Ensured that adjustments were made for required federal and state deductions.
- Efficiently managed payroll department and trained new staff.
- Processed bi-weekly payroll disbursements for over 500 employees.
- Delegated duties to payroll staff and supervised employee activities.

Education

Bachelor of Science - Accounting
University of California

2003
New Parkland, CA

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