

INDUSTRY EXPERIENCE

- Pharmaceutical
- Software
- Technology
- E-Commerce
- Professional Services
- Non-Profit

FUNCTIONAL EXPERIENCE

- Global & Domestic Payroll & Benefit Management
- Payroll & HRIS Implementation
- Software Integrations
- Data Analytics & Reporting
- Payroll Accounting
- Global & Domestic Payroll Tax
- Equity & Stock Administration
- Business Process Improvement
- Employee & Vendor Relations

SYSTEMS EXPERIENCE

- Workday (Integration)
- ADP (WFN, Advantage, & Celergo)
- CloudPay
- Paychex
- IOI Pay
- SuccessFactors
- Oracle
- Great Plains
- Solomon
- Deltek
- QuickBooks
- Financial Edge
- NetSuite
- MS Excel

EDUCATION & CERTIFICATIONS

BA in Business Administration,
Concentration in Finance – Strayer
University

EXECUTIVE SUMMARY

HCM, payroll, tax and accounting subject matter expert specialized in improving payroll and HR functions by selecting and deploying appropriate technologies to drive business results.

RELEVANT EXPERIENCE

- Stepped in at a pharmaceutical company to assess processes and procedures and align them with their business needs. Cleaned up past payroll issues and recommended best practices. Created a separation of payroll and HR duties. Wrote a payroll workbook along with payroll audit process. Reviewed tax issues for compliance with taxing agencies and resolved all taxing issues to date.
- Supported a private equity backed software company with implementation of all global payroll entities from various ICPs to ADP Celergo. Consolidated global entities and implemented them from individual payroll vendors to 23 ADP Celergo entities for payroll processing. Included one global GL, one payroll calendar for all entities, and one global pay element list, payroll, and statutory payments funding list.
- Managed teams and processed global payrolls, reviewing for accuracy and creating audit procedures to remove discrepancies and errors prior to processing.
- Led multiple implementations of HRIS and Payroll systems including information gathering, setting up and standardizing pay/deduction codes, and loading historical information into the platform. Managed workflow process through initial payroll to ensure accuracy and desired outcomes on the new platform. Reviewed and reconciled payrolls prior to transmission and validation of reports. Researched and resolved any system errors to offer solutions and document processes. Collaborated with HR, Benefits and Accounting teams for payroll related concerns and workflow.
- Research and select system integrations to allow the flow of information between systems, minimizing human interaction and error while keeping the project within scope.
- Process and review vested company stock options for correct taxation and input into annual wages.
- Cross reference benefits with payroll processing to ensure correct taxation and application of benefits per government guideline of both domestic and global benefits.
- Create standardized codes to globalize general ledger. Review reconciled payroll accruals to general ledger, including analyzing monthly balance sheet at month end. Review and resolve any discrepancies.

PROFESSIONAL CHRONOLOGY

2022 – Present	Professional Consultant, <i>Vaco</i>
2021 – 2022	Payroll Manager, <i>Narvar Inc.</i>
2018 – 2021	Manager, Global Payroll, <i>ChannelAdvisor</i>
2016 – 2017	HRIS Analyst, <i>HR Works</i>
2012 – 2015	Payroll Manager, <i>Catholic Diocese of Raleigh</i>
2007 – 2012	Payroll Supervisor, <i>Connexion Technologies</i>