A picture containing text, way, dark, night sky

Description automatically generated

**Candidate 35530**

**City Personnel | (401)-331-2311**

|  |
| --- |
| **Work History** |

|  |  |
| --- | --- |
| Jan 2020 - Present | **Senior Payroll Analyst**  *Wayfair LLC, Boston, MA*   * Supervise and lead two payroll analysts in the preparation of the monthly, quarterly, and year-end financial statements * Accountable for payroll cash, retirement, and equity accounts and process US and * Canada's equity payroll reconciliation * Thorough knowledge of current federal, state, and local tax legislation to maintain payroll compliance and effectively ensure day-to-day best practices * Research complex payroll and taxation questions and recommend solutions to simplify payroll tax compliance needs * Work closely with Payroll Accounting, Tax, Treasury, Finance, and Human Resource to prepare reports in preparation of annual tax filings including W2s, 941 forms and resolve discrepancies related to payroll * Analyze current payroll process, tax procedures, and identify issues with the focus of achieving process improvement * Perform new system implementations - WorkDay payroll testing, and current system testing improvement * Develop and maintain an update-to-date Standard of Operations Manual of payroll tasks * Participate in the new hire orientations by presenting payroll and tax guidelines, policies, and procedures * Manage special projects for Strategy and Data Analytics within the Payroll * Department and coordinate year-end projects with other departments as needed |

|  |  |
| --- | --- |
| Nov 2018 - Jan 2020 | **Senior Payroll Analyst**  *Emerson College, Boston, MA*   * Reconciled quarterly and annual Federal and State taxes * Reconciled and validated W-2 and 1042 forms * Processed and audit semi-monthly payroll for all faculty and auxiliary staff * Supervised and audit weekly payroll processing * Managed temp staff in preparation and processing of Federal and State taxes, 403B, and garnishment payments * Assisted with conversion from Banner 9 payroll system to Workday * Ensured foreign tax compliance via Windstar and Banner applications * Manage Non-Resident Student Tax treaty setup |

|  |  |
| --- | --- |
| Oct 2016 - Oct 2018 | **Payroll Analyst and T & A System Administrator**  *Akamai Technologies, Cambridge, MA* |

|  |  |
| --- | --- |
| Jul 2015 - Oct 2016 | **Contracted Payroll Specialist**   * Ensured internal Time & Attendance procedures are in place and documented for * Americas regions * Provided support for Akamai specific configuration and functionality within the * Time & Attendance system * Maintained pay code, pay rules, schedules, and security access for automated attendance system * Provided backup coverage for global time and attendance administrators * Supported testing and upgrade projects for eTime Time and Attendance system * Reviewed all US payroll inputs as first level reviewer for bi-weekly payroll, and resolve issues with USA payroll processor prior to final review * Performed pre- and post- transmission audit functions to assure proper documentation, data entry, and compliance with all SOX controls * Monitored and managed workflow to assure adherence to deadlines and completion of all items in a fast-paced environment * Analyzed control reports, determine appropriate corrective actions to resolve errors and issues * Researched complex payroll and taxation questions and apply solutions * Performed 401K and deferred compensation plan administration * Orchestrated weekly Payroll System Orientation for New Hires * Processed and audit equity payroll transactions * Process Bi-weekly payroll for 3,000+ employees in 10+ states * Audit ADP Payforce database against Oracle database * Managed expatriate employee pay * Funded Fidelity Employee and Executive savings plan and managed Employee Stock * Purchase Plan * Processed all terminations and new hires * Assisted in development of payroll process * Created training guides and material for payroll processes |

|  |  |
| --- | --- |
| Mar 2013 -Dec 2014 | **Payroll Specialist**  *Boston Public Schools, Boston, MA*   * Managed staff of 4 account clerks * Collaborated with City of Boston Treasury Department the processing of 10,000+ weekly and bi-weekly payroll checks * Managed and review hiring data and personal data adjusted in PeopleSoft Database * Ensured CBA pay requirements are met for all 16 Unions working w/ BPS * Monitored and support Timekeepers for 150+ schools/departments * Processed and calculate intents to retire for BPS employees * Assisted auditors w/ review of payroll procedures, reviewing payroll reports and documentation |

|  |  |
| --- | --- |
| Jul 2010 - Feb 2013 | **Payroll Manager**  *Levy Restaurants, Boston, MA*   * Convention Center and Hynes Convention Center with 500 hourly union Team Members and 45 salaried Managers * Oversee weekly payroll processing and transmittal (via ADP) * Responsible for deductions, Union Dues, Health and Welfare and garnishment deductions etc * Developed a variety of reports (union dues, health and welfare reporting, gratuity tracking) * Collaborated with managers to review and adjust payroll for accuracy * Researched and resolve Team Members payroll issues * Provided site specific time keeping system training for Managers * Generated labor and schedule tracking reports * Created Standard Of Operation policies for payroll related tasks * Worked with Workforce Management Team to resolve time clock and time keeping system issues * Created monthly check requisites for Union Dues and Health and Welfare payments * Collaborated with Levy's home office to generate manual checks and stop payment check reissues * Maintained payroll files and records * Assisted with overseeing Cash Room and staff * Conducted audits of cashier cash draws |

|  |  |
| --- | --- |
| Nov 2009 -  Jul 2010 | **Conversion Specialist**  *PayChoice, Danvers, MA*   * Explained and worked new clients through PayChoice conversion process * Processed payroll for multiple companies ranging from 1-500 employees * Inputted client quarter and year to date detail to create masterfile * Quality check reports to ensure accurate W-2's, quarterly and annual returns |

|  |  |
| --- | --- |
| Mar 2006 -May 2009 | **Associate Implementation Specialist**  *ADP Major, Boston, MA*   * Introduced and walked clients through Masterfile Verification Process (MVP) * Reconciled clients prior tax returns against masterfile to ensure accuracy of future filings and W-2's * Created resolutions and collaborated with clients and(or) Implementation * Specialist to resolve discrepancies within masterfile or past tax filings * Managed filing, storage, retrieval, and tracking of sensitive client information * Supervised and trained temporary staff |

|  |
| --- |
| **Education** |

|  |  |
| --- | --- |
|  | Economics of Finance  *Bentley University - Waltham, MA* |

|  |
| --- |
| **Skills** |

Workday | PeopleSoft | NetSuite | ServiceNow | Microsoft Office | Banner 8 and 9 | Windstar | ETime | ADPC | Oracle | ADP Payforce | Kronos | Boss | Reserve | Pay eXpert | PCPW | ReportSmith | PC Payroll | ViewChoice | Pay choice | Peachtree | HRB