

PROFILE | Payroll Specialist with eight years of progressive experience managing full-cycle payroll across multiple provinces and unionized environments. Proven ability to support finance through data-driven insights.

PROFESSIONAL EXPERIENCE

Payroll Specialist | May 2019 to Present

Acme Gadgets Inc., Sometown, PV

- apply experience in calculating payroll both manually and electronically to process bi-weekly payroll for over 500 employees across three provinces under tight deadlines
- audit and reconcile payroll data before each run to prevent calculation errors and CRA discrepancies; implement this system routinely to maintain zero compliance issues, established and holding since 2020
- employ self-designed automated time-tracking software to reduce manual data entry and improve reporting accuracy, cutting processing time by 30%
- collaborate regularly with HR and Finance teams to identify and resolve payroll variances, improving cross-departmental accuracy and reducing error-correcting exercises
- prepare T4s, T4As, and year-end reports to meet CRA deadlines and facilitate a smooth year-end reconciliation; close the fiscal year and review payroll reports with executives for decision-making

Payroll Administrator | February 2016 to April 2019

Summit WoollyGigs Ltd., Sometown, PV

- processed semi-monthly payroll for 300 union and non-union employees ensuring timely and accurate compensation, reducing employee inquiries and maintaining trust across multiple collective agreements
- administered benefits, pension, and statutory deductions in alignment with union contracts and company policies to maintain compliance, preventing costly errors and penalties
- led payroll system transition to Meridian Digital to streamline processing and reduce manual entry, improving efficiency by 25% and decreasing payroll errors
- developed standardized payroll checklists and procedures to maintain consistency across payroll cycles, ensuring audit readiness and serving as a reference for new payroll team members
- collaborated with management and finance during internal audits to reconcile discrepancies and validate payroll data, strengthening financial transparency and ensuring 100% compliance
- analyzed payroll data for trends and discrepancies to proactively identify issues, reducing corrective payroll adjustments by 20% and supporting smoother operations for HR and Finance teams

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Payroll Clerk | December 2014 to January 2016

Arrow Lines Ltd., Somewhere, PV

- verified and processed timecards for 200+ drivers and staff ensuring accurate recording of hours, overtime, and vacation, maintaining compliance with labour standards and reducing payroll disputes
- promptly prepared manual cheques and adjustments for retroactive pay to correct underpayments, sustaining employee trust and preventing HR complaints
- maintained comprehensive payroll records (digital and paper) for each employee, ensuring confidentiality and regulatory compliance, resulting in zero record discrepancies during internal audits
- reconciled payroll liabilities and general ledger entries monthly to support accurate financial reporting, allowing accounting to forecast payroll expenses and maintain accurate budgets
- coordinated with accounting and HR teams to resolve discrepancies in employee pay, deductions, or benefits, improving cross-department communication and ensuring timely resolution of payroll issues
- assisted in year-end processing and reporting for T4s and other CRA-required documentation, contributing to smooth audit procedures and accurate employee tax reporting
- monitored employee attendance and leave accruals to flag policy violations, helping managers make informed staffing and compliance decisions

EDUCATION

Payroll Compliance Practitioner (PCP) Certification | 2018

Canadian Payroll Association

Diploma in Accounting & Payroll Administration | 2014

Technical Institute, Sometown, PV

PROFESSIONAL DEVELOPMENT

Advanced Excel for Payroll Professionals | CPA, 2021

Employment Standards Compliance | CPA, 2020