

# Crissa Kate

Payroll Accountant

✉ [crissa.kate@gmail.com](mailto:crissa.kate@gmail.com)

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📍 1234 Maple Street, Indianapolis, IN 46201

## EDUCATION

### Bachelor of Science in Accounting at Indiana University Bloomington, IN

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Financial Statement Analysis, Accounting Information Systems, Corporate Finance, and Business Law.

## LINKS

[linkedin.com/in/crissakate](https://www.linkedin.com/in/crissakate)

## SKILLS

QuickBooks

Excel

ADP Workforce

Paychex

Sage 50

Gusto

Xero

## LANGUAGES

English

Spanish

## HOBBIES

Gardening

Photography

## PROFILE

Detail-oriented Payroll Accountant with 1 year of experience in managing accurate and timely payroll processing for diverse industries. Skilled in payroll software, tax regulations, and general accounting principles. Demonstrates strong analytical and problem-solving abilities to ensure compliance and enhance efficiency in payroll operations. Committed to maintaining confidentiality and fostering a positive work environment.

## EMPLOYMENT HISTORY

### ● Payroll Accountant at Indiana Payroll Services, IN

Mar 2023 - Present

- Successfully managed the payroll processing for over 500 employees across multiple locations in Indiana, ensuring timely and accurate payment distribution with a 99.5% accuracy rate.
- Implemented a new payroll software system that streamlined the payroll process, reducing processing time by 25% and resulting in cost savings of \$50,000 annually for Indiana Payroll Services.
- Identified and resolved discrepancies in payroll taxes, saving the company \$20,000 in potential fines and penalties while maintaining 100% compliance with federal and state tax regulations.

### ● Payroll Specialist at Summit Payroll Solutions, IN

Sep 2022 - Jan 2023

- Successfully processed payroll for over 200 clients, ensuring 100% accuracy and timely delivery of paychecks to employees.
- Streamlined the payroll process by implementing new software, resulting in a 30% reduction in processing time and a 15% decrease in errors.
- Identified and corrected payroll discrepancies, saving the company \$50,000 in overpayments and potential fines from regulatory agencies.
- Conducted comprehensive audits of payroll records, leading to the recovery of \$10,000 in underpaid wages and improved compliance with state and federal labor laws.

## CERTIFICATES

### Certified Payroll Professional (CPP)

Jan 2022

### Fundamental Payroll Certification (FPC)

May 2020

## MEMBERSHIPS

American Payroll Association (APA)

Institute of Management Accountants (IMA)