

Ruben Agers

Payroll Associate

Profile

Dedicated Payroll Associate with 1 year of experience in efficiently managing end-to-end payroll processes, ensuring accurate and timely disbursements. Proficient in various payroll software and skilled in data analysis, compliance, and tax regulations. Strong multitasker with exceptional attention to detail and a commitment to maintaining confidentiality. Eager to contribute to a dynamic team environment and drive continuous improvement in payroll operations.

Employment History

Payroll Specialist at Altres Staffing, HI

Apr 2023 - Present

- Successfully processed payroll for over 1,000 employees across 50+ different clients, ensuring 100% accuracy and timely delivery each pay period.
- Streamlined the payroll process by implementing new software, resulting in a 30% reduction in processing time and a 15% decrease in payroll errors.
- Conducted comprehensive audits of payroll records, identifying and resolving discrepancies, which led to a savings of \$50,000 in overpayments and potential fines.

Payroll Coordinator at Hawaii Human Resources (HiHR), HI

Sep 2022 - Feb 2023

- Successfully processed payroll for over 500 employees across multiple clients, ensuring 100% accuracy and timely delivery, contributing to increased client satisfaction and retention.
- Implemented a new payroll software system, streamlining the payroll process and reducing manual entry errors by 75%, resulting in fewer discrepancies and increased efficiency.
- Conducted comprehensive audits of payroll records, identifying and resolving over \$50,000 in discrepancies, leading to improved financial accuracy and compliance with state and federal regulations.
- Developed and delivered customized payroll training to over 100 client representatives, empowering them with the knowledge and skills to better manage their own payroll processes and enhancing their overall experience with HiHR.

Education

Associate of Applied Science in Accounting and Payroll

Administration at Kapiolani Community College, Honolulu, HI

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Payroll Accounting, Taxation, Business Law, Accounting Information Systems, and Financial Analysis.

Certificates

Details

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Links

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

Skills

QuickBooks proficiency

Excel expertise

ADP Workforce

Paychex mastery

Gusto familiarity

Timekeeping accuracy

Tax compliance

Languages

English

Urdu

Hobbies

Gardening

Scrapbooking

Playing a musical instrument