

JANEKA MIDBOE

Payroll Supervisor

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(477) 941-9743

123 Aloha Street, Honolulu, HI 96815



PROFILE

Results-driven Payroll Supervisor with 5 years of experience in managing end-to-end payroll processes. Adept at ensuring timely and accurate payroll delivery, maintaining compliance with regulations, and optimizing team performance. Proficient in various payroll systems and committed to fostering a positive work environment. Demonstrates strong leadership, analytical, and communication skills.

LINKS

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

SKILLS

QuickBooks proficiency

Excel mastery

ADP expertise

Paychex knowledge

Timekeeping systems

Tax compliance

Garnishment processing

LANGUAGES

English

Mandarin

HOBBIES

Gardening

Photography

Cooking

EMPLOYMENT HISTORY

Payroll Supervisor at Hawaii Pacific Health, HI

Feb 2023 - Present

- Successfully processed payroll for over 1,500 employees across multiple facilities, ensuring 100% accuracy and timeliness in payments and tax withholdings.
- Implemented a new payroll software system that streamlined processes, reduced processing time by 30%, and increased overall efficiency for the payroll department.
- Led a team of 5 payroll specialists, providing training and guidance that resulted in a 15% reduction in payroll errors and a 10% increase in employee satisfaction with payroll services.

Payroll Coordinator at American Savings Bank, HI

Aug 2018 - Dec 2022

- Successfully implemented a new payroll system for the bank's 1,200 employees, streamlining the payroll process and reducing errors by 20% within the first year.
- Coordinated and executed the transition from semi-monthly to bi-weekly pay cycles, saving the bank \$50,000 annually in payroll processing fees.
- Developed and conducted comprehensive payroll training workshops for over 150 managers, resulting in a 30% decrease in payroll discrepancies and improved efficiency across all departments.

EDUCATION

Bachelor of Business Administration in Accounting and Payroll Management at University of Hawaii at Manoa, HI

Sep 2014 - May 2018

Relevant Coursework: Financial Accounting, Managerial Accounting, Payroll Management, Taxation, Auditing, Financial Management, Business Law, and Information Systems for Accounting.

CERTIFICATES

Certified Payroll Professional (CPP)

Jul 2021

Fundamental Payroll Certification (FPC)

Jan 2020

MEMBERSHIPS