

GEORGE WILLIAMS



PAYROLL SPECIALIST

Phone: 319-561-2947

Address: Burlington, IA

Mail: george-williams@email.com

Detail-oriented and motivated recent graduate with a degree in Accounting, seeking an entry-level Payroll Specialist position in Fort Madison, IA. Eager to apply strong organizational skills, knowledge of payroll software, and a passion for accuracy to contribute to the efficiency and success of your payroll department.

EXPERIENCE

May 2023 - August 2023

Pinnacle Financial Solutions / Burlington, IA

Accounting Intern

- Assisted in processing bi-weekly payroll for 200+ employees, ensuring accurate and timely payment.
- Conducted data entry and maintained payroll records in compliance with company policies.
- Supported the accounting team in reconciling payroll discrepancies and preparing financial reports.

September 2022 - January 2023

Sunrise Services / Iowa City, IA

Administrative Assistant

- Managed employee records and assisted with onboarding new hires.
- Performed data entry and maintained databases with a focus on accuracy and confidentiality.
- Supported HR team with various administrative tasks, including scheduling and communication.

EDUCATION

2024 - Now

The American Payroll Association

Certified Payroll Professional (CPP)

2020 - 2024

University of Iowa / Iowa City, IA

Bachelor of Science in Accounting

- **Relevant Coursework:** Payroll Accounting, Taxation, Financial Management, Business Law, Advanced Excel
- **GPA:** 3.70

SKILLS

Payroll Administration	Expert	Accounting	Expert
Tax Compliance	Expert	Benefit Administration	Expert
Human Resources	Expert	Financial Analysis	Expert
QuickBooks	Expert	Multi-tasking	Expert