

Carmen Hutchinson

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SUMMARY

Payroll specialist with four years of progressive experience supporting education and service organizations through accurate **payroll processing**, recordkeeping, reconciliations, tax reporting, **employee setup**, benefit deductions, journal entries, and payment preparation. Ellucian workflows, Excel workbooks, **general ledger** balancing, **direct deposit files**, W 2 preparation, insurance billing, and federal and state reporting have supported dependable payroll cycles. Careful review of source records has helped identify incomplete submissions, trace discrepancies, and coordinate corrections with Human Resources and finance partners. Experience includes software update testing with IT, audit support, confidential employee inquiry resolution, and deadline management across recurring reporting requirements. Clear communication and logical analysis support sound decisions with minimal supervision. This background can contribute accurate records, responsive service, and steady payroll operations for an education focused team.

EXPERIENCE

Payroll Coordinator, Higher Education Payroll

October 2024 - Present

Prairie Ridge Technical College

Cedar Rapids, IA

Owns biweekly payroll operations for faculty, staff, and hourly employees, supporting Ellucian records, reconciliations, reporting, payment files, benefits, audits, and software changes. Partners with Human Resources, finance, IT, employees, and banking contacts to protect data quality and meet recurring deadlines.

- Validated Ellucian payroll records before close, resolving incomplete submissions with **Human Resources**.
- Reconciled payroll ledgers, **salary workbooks**, **benefit workbooks**, and tax workbooks before financial reporting.
- Prepared payroll **journal entries** and recurring filings for FICA, withholding, unemployment, and state taxes.
- Generated **direct deposit** and **fraud prevention** files, verifying control totals before bank transmission.
- Matched insurance invoices with payroll deductions, researching employee variances for timely payment.
- Tested Ellucian updates with IT and finance users, supporting controlled production rollout.
- Prepared W 2 records and retained audit documentation for recurring payroll review.
- Answered confidential employee questions about pay, benefits, deductions, and corrections.

Payroll Assistant, Education Services

June 2022 - September 2024

Midwest Student Services Cooperative

Iowa City, IA

Supported payroll processing for a multi program education services organization, maintaining employee setup, pay changes, deductions, reconciliations, reporting schedules, audit files, and confidential inquiries. Coordinated with Human Resources and finance staff to keep records accurate across overlapping filing and payment deadlines.

- Established **employee records**, pay changes, **deductions**, and source documents for payroll processing.
- Built Excel schedules comparing registers, ledgers, benefits, and tax liabilities before period close.
- Prepared journal entry schedules and liability support for finance review and posting.
- Researched **employee questions** about pay, withholding, and **benefit deductions** with Human Resources.
- Organized payroll reports, tax records, and deduction files for external audit requests.
- Maintained payroll calendars, issue logs, and **reporting** checklists using **Google Sheets**.
- Protected confidential personnel information across recurring payroll and employment record updates.
- Tracked competing filing deadlines, helping finance staff retrieve complete support quickly.

PROJECTS

Payroll Reporting Control Review 📅 2025

Improved payroll close readiness by connecting source validation, ledger reconciliation, benefit review, tax support, and audit documentation in one practical control sequence.

Ellucian Update Validation 📅 2024

Supported a controlled payroll software change by coordinating test cases, reviewing results with IT and finance, and documenting production readiness.

LEADERSHIP & AWARDS

- Fundamental Payroll Certification recipient, PayrollOrg, 2024.
- Recognized by finance partners for dependable payroll reconciliation and audit support.
- Selected to coordinate payroll software update testing with IT and finance users.

EDUCATION

Associate of Applied Science in Accounting

Kirkwood Community College GPA: 3.5

Coursework: Payroll accounting, financial accounting, taxation, spreadsheet applications

2022

Cedar Rapids, IA

CERTIFICATIONS

- Fundamental Payroll Certification 2024
- PayrollOrg Professional Development 2024

TECHNICAL SKILLS

- Payroll Platforms:** Ellucian, payroll modules, payroll records
- Microsoft Office:** Excel, Word, Access
- Presentation Tools:** PowerPoint, Google Slides, presentation files
- Google Workspace:** Google Docs, Google Sheets, shared drives
- Payroll Accounting:** General ledger, journal entries, account reconciliation
- Tax Reporting:** FICA, federal withholding, state taxes
- Retirement Reporting:** IPERS, TIAA CREF, retirement deductions
- Payment Processing:** Direct deposit, payment requests, bank files
- Benefits Accounting:** Insurance invoices, benefit deductions, billing reconciliation
- Payroll Compliance:** W 2 reporting, unemployment reporting, reporting deadlines

SKILLS

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|--------------------------|-----------------------|--------------------------|------------------------|
| • Payroll Processing | • Journal Entries | • Unemployment Reporting | • Audit Support |
| • Ellucian | • FICA | • W 2 Reporting | • Microsoft Excel |
| • Payroll Reconciliation | • Federal Withholding | • Benefit Deductions | • Confidential Records |
| • General Ledger | • State Payroll Tax | • Direct Deposit | |

PROFESSIONAL AFFILIATIONS

- PayrollOrg, professional payroll association member.
- Higher education business office collaboration network participant.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST