



Carmen Hutchinson

Payroll Specialist

☎ (319) 555-2846 ✉ carmen.hutchinson@example.com

🌐 linkedin.com/example/carmenhutchinson 📍 Cedar Rapids, IA 52402

STRENGTHS

- 🔍 **Source Record Review**
Traced incomplete payroll submissions back to source records, giving Human Resources clear corrections before close.
- ✓ **Reconciliation Focus**
Compared ledgers, workbooks, invoices, and deductions until variances had a documented resolution.
- 📅 **Deadline Control**
Kept overlapping tax, payroll, payment, and audit deadlines visible through calendars and reporting checklists.
- 🔒 **Confidential Service**
Handled employee pay and benefit questions with discretion, clear explanations, and careful record updates.
- 👥 **Cross Team Delivery**
Worked with IT, finance, banking contacts, and Human Resources when payroll changes needed coordinated action.

SKILLS

Payroll Processing Ellucian

Payroll Reconciliation

General Ledger Journal Entries

FICA Federal Withholding

State Payroll Tax

Unemployment Reporting

W 2 Reporting Benefit Deductions

Direct Deposit Audit Support

Microsoft Excel

Confidential Records

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

Prairie Ridge Technical College 📅 October 2024 - Present 📍 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

Midwest Student Services Cooperative 📅 June 2022 - September 2024 📍 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.

LANGUAGES



MY CAREER



- Payroll Coordinator, Higher Education Payroll at Prairie Ridge Technical College (1.9 Years)
- Payroll Assistant, Education Services at Midwest Student Services Cooperative (2.2 Years)

- 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 📅 2022 📍 Cedar Rapids, IA

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

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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST