

PAUL C. TAYLOR
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COMPUTER & SOFTWARE SKILLS

ADP Workforce Now, AS400, Ceridian Source 500, Certiflex, Excalibur, Great Plains, Kronos time system, MAS 200, Microsoft Excel, Microsoft Outlook, Microsoft Word, Oracle 11i, Paychex, Peachtree, PeopleSoft HRIS, Quattro, QuickBooks Pro, Sage, SAP, UKG and Workday

EMPLOYMENT HISTORY

Robert Half Denver, Colorado
Accounting Consultant 2022-present

Provided various accounting functions for clients including but not limited to:

- Payroll – Multi cycle, multi-state, payroll taxes, benefit administration, verification of employment, change of status, posting to general ledger and audit as needed.
- Accounts Payable – Coding and input of invoices, various reports, multi cycle check runs, expense reimbursement reports and audit as needed.
- Accounts Receivable – Processing of incoming payments via check, wire transfer and credit card. Posted to general ledger, various reports and audit as needed.

Regional Transportation District Denver, Colorado
Payroll Practitioner 2019-2022

- Balances all pay records of for Union employees, reviews and validates information in the time and attendance system, calculates information and follows payroll procedures including processing of pay exception documents.
- In addition, works on changing days, hours, overtime, holidays and days off as required to meet payroll deadlines.
- Maintains employee's records of vacation, sick leave, floating holidays, leave of absence and other time-off benefits used.
- Communicates with appropriate Managers and Departments to determine payroll exceptions. Maintains and balances records of employee payroll deductions. (examples: Medical, Union Dues etc.) and calculates payments required for the Employer contribution to the Health and Welfare Fund.
- Reviews and Maintains up to date information in the TIES Drivers Pay system, calculates information and follows payroll procedures including processing of pay exception documents for the daily Bus Operator and Light Rail Operator payroll exceptions and reviews the timeroll for each forthcoming pay cycle.
- Informs supervisory staff of any/all pay requests submitted by line management that are contrary to established policy, procedure or practice.
- Serves as a member of the payroll activity team assisting other payroll practitioners to meet deadlines by cross training on different areas in the Payroll Department to ensure the efficiency of the department and performing the functions of other payroll practitioners when they are absent or unavailable.

American Design Ltd. Aurora, Colorado
Accounting/Payroll Specialist 2011-2018

- Processed accounts receivables from 10 galleries in Colorado, Texas and New Mexico.
- Processed accounts payables for over 400 vendors on a semi-monthly basis.
- Processed artist payments for 30 artists on a monthly basis.
- Processed COD checks for deliveries on a daily basis.
- Maintained petty cash fund for office and delivery drivers.
- Paid expense reimbursement reports on a weekly basis.
- Processed payroll on a weekly basis for 250 people utilizing ADP.
- Ordered office supplies as necessary.