

Ecknold Wynter

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SKILLS

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|------------------------|----------------|----------------------|
| • Year End Accounts | • Garnishments | • Multi-State |
| • Quarter End Accounts | • Accruals | • Darwin, PeopleSoft |
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PROFESSIONAL EXPERIENCE

Urban Bricks Creative Design Co., CO 2011-Present

Payroll Administrator

- Process bi-weekly and monthly payroll for small group of employees using Darwin.
- Process payroll deductions for employee benefits and garnishments.
- W2 Processing and distribution.

Resource Management Systems, CO 2007-2011

PEO Payroll Administrator

- Process weekly, bi-weekly, semi-monthly and monthly payroll for various size agencies.
- Process payroll deductions for employee benefits and garnishments.
- Maintaining knowledge of the payroll processing system and changes in wage and tax laws. Corresponding with federal, state, and local tax agencies on behalf of clients to resolve problems.
- W2 Processing and distribution.

East West Staffing, NJ 2004-2006

Payroll Administrator

- Providing quality payroll service for high volume of temporary contract employees.
- Maintaining temporary employee files to ensure efficient operation and improved service.
- Processing, printing, and balancing payroll.
- W2 Processing and distribution.

Paychex, NJ 1999-2003

Payroll Specialist

- Maintaining base of payroll clients on all products in order to meet client payroll, HR, and employee benefit service needs.
- Researching and resolving client and system problems to ensure accurate payroll reports and tax returns.
- Establishing and maintaining a positive working relationship with clients, agencies, and coworkers to promote a positive service image.

EDUCATION

Katharine Gibbs School Computer Technical Support

ADMINISTRATIVE SKILLS

Working knowledge of Darwin, basic knowledge of PeopleSoft, and administrative tools including Microsoft Office. Ability to easily adapt to new systems.