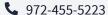# Shirlene Magnant

Payroll Manager

✉ shirlene.magnant@gmail.com

📞 972-455-5223

📍 5348 Main Street, Franklin, VT 05457

Education

Bachelor's in Accounting at University of California, La Jolla, CA

Aug 2012 - May 2017

I learned Microsoft Office, QuickBooks, and other software programs.

Links

linkedin.com/in/shirlenemagnant

Skills

Accounting

Math

Organization

Attention to Detail

Computer Skills

Analysing Data

Payroll Management Systems

Languages

English

Hindi

Profile

A payroll manager is responsible for the timely and accurate disbursement of employee salaries, as well as ensuring compliance with all relevant taxation laws. They are often tasked with overseeing a team of payroll clerks and may also be required to provide support to HR staff on issues relating to compensation. In order to be successful in this role, one must have excellent attention to detail, strong organizational skills, and an in-depth knowledge of wage calculation methods

Employment History

Senior Payroll Manager at Payroll Manager: Bright Horizon's Children Center (OH)

Apr 2022 - Present

- Spearheading the payroll team which resulted in a 20% increase in productivity.
- Managing and overseeing the disbursement of over $1.5 million in employee wages each month.
- Developing and implementing new policies and procedures that reduced errors by 75%.
- Collaborating with accounting to streamline month-end close process by 2 days.
- Training and coaching 5 junior staff members, leading to increased morale and Engagement.

Payroll Manager at Payroll Manager: PNC Bank (PA)

Jul 2017 - Mar 2022

- Implemented new payroll system which increased efficiency by 15%.
- Cut costs by 10% through negotiating better rates with vendors.
- Provided training to employees on the new payroll system.
- Resolved 100% of employee inquiries and concerns within 24 hours.
- Reduced processing time for bi-weekly payrolls from 5 days to 2 days.

Certificates

Certified Professional Payroll Manager (CPPM)

Feb 2017