



ELISA MESLEY

Payroll Supervisor

OBJECTIVE

To find a payroll supervisor position in a multinational company

PROFILE

- 10 years' payroll supervisory experience
- Managed a team of 30 people
- Responsible for the implementation and management of payroll system
- Independent, diplomatic and responsible
- Bilingual

EXPERIENCE

2001–2006 Company YYY South Ridge, SC
Payroll and consultant supervisor

- Responsible for implementing computerized payroll system for more than 600 people (ADP)
- Recruited and trained data entry staff
- Prepared consultants' contracts
- Developed payroll guide for employees

■ 1995–2001 Company XXX Toronto, Ontario

Payroll supervisor

- Supervised 10 payroll department clerks
- Controlled compliance with payroll practices and policies
- Monitored compliance with payroll-related laws and regulations
- Reconciled and finalized payroll
- Coordinated the implementation of new versions of the computerized payroll systems
- Made recommendations to improve the efficiency of the payroll department

1991–1995 Company WWW Toronto, Ontario
Payroll technician



www.acctjob.ca

- Maintained data in PeopleSoft system
- Executed, analyzed and distributed payroll reports and slips
- Reconciled payroll registers to the general ledger
- Prepared and issued income tax forms and government reports
- Supported internal clients and the human resources department

EDUCATION

1989 College diploma in accounting

Accounting Institute of Toronto, ON

LANGUAGE AND COMPUTER SKILLS

- **Bilingual** (English-French)

- **Payroll software:** PeopleSoft, ADP, Ceridian
- **Accounting software:** Simply Accounting, Quick Books Pro 2005, Fortune 1000 Acomba, Accpac, Ufile
- **Office Pack**

OTHER

2003–2006

- Treasurer of athletic club for the town of Gracefield, ON

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