

AMY GUILMETTE

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EMAIL

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CAREER OBJECTIVE

Analytical professional with proven experience in payroll, HR administration and accounting. Demonstrated success utilizing organizational skills to proactively multitask, plan, and direct demanding administrative operations and complex schedules. Seeking to leverage skills and experience in a Payroll & HR role.

EDUCATION

Southern New Hampshire University

Working towards BS, Business Administration w/ Human Resource Management

Austin Community College

Course work in accounting

Mount Ida College

AAS in Fashion Design

EXPERIENCE

Carillon Assisted Living

Raleigh, NC // Payroll Specialist // 09/2018 – 03/2020

- Ensured biweekly payroll was processed timely and accurately for 1200+ employees within 23 entities.
- Processed all employees' confidential information via system input of new hires, rehires, promotions, demotions, transfers, pay adjustments, retro pay, salary increases, garnishments, and terminations. Ensured that all company records are current and confidential.
- Worked with payroll software contacts on addressing system issues and creating new reports.
- Assisted in administering and tracking all leave of absences, FLMA, short & long term disability, and Worker's Compensation.
- Aided in the implementation of the wage rate program and coached facilities on process and documentation.
- Ensured that all internal controls and procedures are executed, documented and maintained.
- On-boarded new employees for seamless transition.
- Conducted training onsite and webinars for Facility Administrative Assistants and other personnel.
- Processed I-9's, E-verify, DES unemployment requests and responded to tax notifications.
- Answered employee questions by researching and interpreting company policy.
- Assisted with coordinating annual open enrollment period and new hire enrollment period.
- Coordinated and worked with auditors on payroll related items.
- Processed and ensured accuracy of W-2's and W-2C's.

Tailgaters Sports Bar

Raleigh, NC // Bookkeeper // 03/2017 – 12/2017

- Processed daily receipts and deposits.
- Produced Income & Balance Sheet reports to management for informed decision making.
- Prepared monthly sales, use tax reports and deposits.

- Coordinated payroll with ADP.

Maple Run Unified School District

St Albans, VT // Payroll Coordinator // 11/2015 – 03/2016

- Accurately processed biweekly payroll for staff of four schools.
- Acted as the primary point of contact for payroll related data changes: new hires, terminations, benefit changes, retroactive pay, bonuses, employment status changes, and employee contracts.
- Collaborated with HR department to ensure that employees' time and deductions were correct.
- Oversaw the calculation, preparation and transmission of federal and state tax reports and deposits.
- Administered verifications of employment and final salary affidavits.
- Ensured accuracy of accounting records by balancing payroll and general ledger accounts.

A.N. Deringer

St. Albans, VT // Payroll Specialist // 10/2013 – 11/2015

- Successfully managed weekly, biweekly and monthly payroll for 430+ employees in multi-states and Canada.
- Created Canadian required reporting.
- Promoted transparency and accuracy within accounting records by auditing benefit and labor invoices.
- Eliminated discrepancies from general ledger accounts by coordinating with accounting department.
- Managed the company timekeeping system and payroll process. Completed and submitted payroll. Resolved any payroll issues. Completed required reports associated with payroll including Canadian and 401k submission.

Kaycan, Ltd

Williston, VT // Payroll & Human Resources Administrator // 02/2013 – 10/2013

- Managed and guaranteed bi-weekly disbursement of multi-state payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.
- Ensured the processing of new hires, temporary workers, promotions, and terminations were accurate and timely.
- Enrollment and termination of health, life, and Cobra benefits along with 401k and FMLA administration.
- Managed regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions and benefit deductions)
- Created and upload 401k contribution files.
- Monthly billing reconciliation of health and life benefit vendors.
- Updated and maintained employee payroll and personnel files. Responsible for appropriate storage of records.
- Responsible for updates and maintenance of ADP system.

Perrywinkle's Fine Jewelry

Burlington, VT // Payroll & Human Resources Coordinator // 10/2011 – 01/2013

- Provided customer service to managers and employees by answering questions and responding to requests in a positive, confidential and professional manner.
- Answered requests from various Departments of Labor and Service Canada concerning unemployment benefits eligibility.
- Performed monthly reconciliation of health and life benefits billing to ensure accuracy.
- Processed timely insurance enrollments, terminations and administration of Cobra.
- Created employment advertisements, scheduled perspective employee interviews, conducted background checks and follow up with applications.

- Processed payroll for 300+ employees in multi-states and Canada.
- Prepared payroll and accruals to be imported into accounting system.
- Performed maintenance and upgrades with ADP.

PREVIOUS EXPERIENCE

Accounts Payable Specialist - Flint Trading, Inc. - Thomasville, NC
 Purchasing Coordinator - American Sun Systems, Inc. - Greensboro, NC
 Account Specialist - Dixie Sales Company - Browns Summit, NC
 A/P & A/R Coordinator - Granite Properties, Inc. - Dallas, TX
 A/P & A/R Supervisor - TSK America, Inc. - Austin, Tx

SKILLS

- ADPWorkforcenow
- Canadian ADP
- eTime
- MS Office
- Great Plains
- Quickbooks
- Payroll Administration
- Benefit Administration
- Strict confidentiality
- Excellent customer service
- Organizing tasks, meeting deadlines, prioritizing competing demands with great attention to detail
- Comprehension of reference books and manuals
- Interpreting and applying applicable laws, codes, regulations and standards
- Strong initiative, ability to anticipate issues proactively