

Angela Matthees, CPP

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Certified Payroll Professional

PAYROLL | HUMAN RESOURCES

SUMMARY

I am a certified payroll professional with over 15 years of experience in payroll and human resources. I have experience in HR operations, payroll processing, accounts payable and receivable, and accounting. I recently completed my bachelor's degree in business administration with a concentration in Human Resources. I am currently pursuing my master's degree in business administration with a concentration in accounting.

AREAS OF EXPERTISE

Payroll Processing | HRIS (Workday) | Benefits Administration | Conflict Resolution | Employee Onboarding & Training | Auditing & Compliance | Customer Service | Accounting | Payroll Tax Reporting | ADP Workforce Now | Human Resources Management | UKG HR Service Delivery | Paylocity

PROFESSIONAL EXPERIENCE

Pro Fabrication Madison Lake, MN

Accounting/HR Specialist

February 2025–Present

- **Payroll:** Processed payroll, managed employee timesheets, verified time-off requests, and confirmed accurate deductions. Maintained full compliance with FLSA regulations.
- **Change Management:** Transitioned to ADP Workforce Now. I was involved in the testing and implementation of the new software and assisted with training employees and managers on the new system.
- **HRIS System:** ADP Workforce Now & ADP Run
- **Human Resources:** Administered employee benefit enrollments, ensuring compliance with company policies.
- **Accounting:** Manage accounts payable and vendor payments, ensuring accuracy and timeliness, as well as process billing and accounts receivable.

Taylor Corporation North Mankato, MN

Human Resources Service Center Specialist

Aug 2017–Jan 2025

In this role, I expanded my payroll background into full HR operations, acting as a trusted HR partner to employees and managers. I guided employees, maintained compliance, and supported payroll for a nationwide workforce of over 80 companies, supporting over 10,000 employees.

- **Payroll Processing:** Processed end-to-end payroll & benefits for 10,000+ employees, with a strong focus on world-class customer service.
- **I-9s:** Verified I-9 documentation for remote employees and performed weekly audits to ensure full legal compliance.
- **HRIS System:** Workday
- **Audit Management:** Developed payroll and benefit compliance audits, identifying and correcting payroll discrepancies and reducing risks.
- **Leave of Absence Processing:** Managed leave of absence administration (FMLA, STD, LTD), achieving 100% compliance with state and federal regulations.
- **Acquisition Support:** Led integration for newly acquired companies, providing on-site HR support and training to ensure smooth transitions.
- **Workday Integration Team:** Participated in the testing and implementation of payroll and benefit functionalities within the Workday system. Worked with IT and HRIS teams to resolve issues and improve system performance.
- **Employee Relations:** Provided positive employee relations by providing compassionate support. Handled sensitive and confidential information with discretion and professionalism.

- **Customer Service Excellence:** Maintained a high level of customer service, consistently receiving positive feedback from employees for responsiveness and helpfulness. Resolved issues quickly and effectively, improving overall employee satisfaction.

Fun.com North Mankato, MN**Seasonal Human Resources Specialist**

October 2018 – Present

Each peak season, I join the team and support seasonal operations by making sure employees are scheduled, trained, and paid correctly during the company's busiest times.

- **Scheduling & Staffing:** Assigned schedules to employees to make sure all shifts are covered. Monitored and adjusted schedules to balance business needs and employee availability.
- **Time Card Management:** Monitored & corrected time cards for missed punches so that employees were compensated correctly for their hours worked.
- **New Employee Support:** Provided training and support to 2000+ new employees. Ensured new hires understood their roles and responsibilities.

Hiniker Company Mankato, MN**Payroll Supervisor**

Dec 2010 - Aug 2017

Where my leadership in payroll truly began, managing all aspects of payroll and accounting while supporting HR functions.

- **Manual Payroll Processing:** Processed payroll for 100+ employees with a focus on accuracy and compliance with tax regulations.
- **Timesheet Calculations:** Calculated employee timesheets, verified work hours, and processed correct wage payments. Resolved discrepancies and maintained detailed payroll records.
- **PTO Management:** Entered and tracked Paid Time Off (PTO) for all employees. Validated accurate accruals and usage records, and resolved any issues related to PTO balances.
- **Journal Entries:** Handled journal entries and tax filings (W-2s, 1099s, 5500s, 1095s, 940) in accordance with accounting standards.
- **Reconciliation:** Reconciled checking and general ledger accounts to maintain financial accuracy and support efficient operations.

EDUCATION**Southern New Hampshire University** – Manchester, NH*Bachelor of Science in Business Administration*

January 2024 – July 2025

Major: Business Administration**Concentration:** Human Resource Management**Honors:** summa cum laude**GPA:** 4.0**Rasmussen College** – Mankato, MN

June 1999 – December 2000

*Accounting Diploma***Certificate in Human Resource Management**

Southern New Hampshire University

August 2024

AFFILIATIONS

Society for Human Resource Management (SHRM)

National Society of Leadership and Success

Women in Manufacturing

Delta Mu Delta, International Business Honor Society

CERTIFICATIONS

Certified Payroll Professional

September 2025

SKILLS

- **Microsoft Office Programs** Outlook, Word, Excel, PowerPoint

- **Workday**
- **Strong customer service skills**
- **Managing large caseload volumes**
- **ADP Workforce Now/ADP Run**
- **UKG HR Service Delivery**
- **Paylocity**