

Amari Klisch

Payroll Accountant

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📍 2313 E Cesar Chavez St,
Austin, TX 78702

Education

Associate's Degree in Accounting at University of Houston

Aug 2013 - May 2018

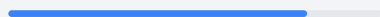
Some skills I've learned are double-entry bookkeeping, bank reconciliation, and creating financial statements.

Links

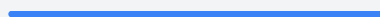
[linkedin.com/in/amariklisch](https://www.linkedin.com/in/amariklisch)

Skills

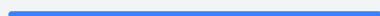
Payroll accounting



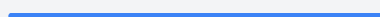
Tax compliance



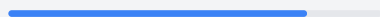
Benefits administration



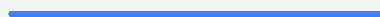
Accounts payable/receivable



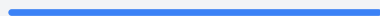
General ledger management



Financial analysis

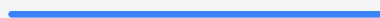


Budgeting

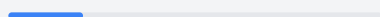


Languages

English



Mandarin



Profile

I am a payroll accountant with over 4 years of experience. I have processed payroll for companies of all sizes, from small businesses to large corporations. I am extremely detail-oriented and thrive in fast-paced environments. I possess excellent time management skills and can always meet deadlines. My strong communication skills allow me to effectively communicate with co-workers and clients alike. Above all, I pride myself on my accuracy and reliability – you can rest assured that your employees will be paid on time and correctly when you entrust their payroll to me.

Employment History

Payroll Accountant at Advanced Payroll Systems, TX

Jun 2022 - Present

- Reduced the payroll processing time by 10%.
- Implemented a new system which improved accuracy of employee pay by 2%.
- Trained two junior accountants in payroll accounting procedures.
- Negotiated with vendors to obtain a 5% discount on annual payroll services costs.
- Processed semi-monthly payroll for 1,200 employees.
- Reviewed and approved all journal entries related to payroll.

Payroll Accountant II at Paychex, TX

Aug 2018 - May 2022

- Reduced payroll processing time by 10% through process improvements.
- Implemented a new attendance tracking system that improved accuracy of employee hours by 5%.
- Trained 2 new employees on the payroll process.
- Resolved 100+ customer inquiries related to pay and benefits each month.
- Maintained up-to-date knowledge of federal, state, and local employment laws.
- Processed biweekly payroll for 1,000+ employees.

Certificates

Certified Payroll Professional (CPP)

Apr 2021

Fundamental Payroll Certification (FPC)

Jun 2019

Memberships

American Payroll Association

National Payroll Reporting Consortium