

Alissia Wurl

Payroll Coordinator

Profile

I am a certified Payroll Professional with over three years of experience in the industry. I have processed payroll for companies of all sizes, from small businesses to large corporations. I am knowledgeable in all aspects of payroll, including tax compliance and benefit deductions. I am also experienced in using various payroll software programs and systems. In addition to processing payroll, I have also handled other human resources duties such as benefits administration and employee onboarding. My comprehensive knowledge of both human resources and accounting make me an ideal candidate for a position as a Payroll Coordinator or Manager

Employment History

Payroll Coordinator at Payroll Control Systems, VA

Apr 2022 - Present

- Successfully processed payroll for 300+ employees on a bi-weekly basis.
- Maintained up-to-date knowledge of federal and state wage laws.
- Ensured all new hires were entered into the system and completed necessary onboarding paperwork.
- Resolved any employee inquiries regarding payroll in a timely manner.
- Managed year-end tax reporting and W2 distribution.

Payroll Specialist at Professional employer organization, VA

Jul 2019 - Feb 2022

- Reduced payroll processing time by 10% through process improvements.
- Implemented a new electronic timesheet system that saved 2 hours per week in data entry.
- Processed semi-monthly payroll for 300 employees with 0 errors.
- Trained 3 new staff members on the payroll process.
- Audited employee records and identified \$5,000 in overpayments that were corrected.

Certificates

Certified Payroll Professional (CPP)

Jan 2021

Fundamental Payroll Certification (FPC)

Nov 2019

Memberships

American Payroll Association

National Payroll Association

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📍 1400 S Washington St, Alexandria, VA 22314

Education

High School Diploma at George Mason University, VA

Aug 2014 - May 2019

Some skills I've learned are time management, organization, and how to study effectively.

Links

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

Skills

Payroll processing

Tax compliance

Benefits administration

Employee onboarding

HRIS systems

Data entry

Reporting

Languages

English

Spanish