**ANN R. STEWART**

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**WEBSITES, PORTFOLIOS, PROLIES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROFFESSIONAL SUMMARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Seasoned Payroll Specialist bringing 24 years’ experience in various accounting functions, operations management, wage garnishment processing and revolving

issues quickly identifying mistakes on timesheets. Proven history of achievement

and innovation coupled with outstanding work ethic and commitment. Strong track record of effective leadership, collaborative teamwork and articulate communication. Highly adept with key strengths in payroll administration functions, including discrepancy research, regulatory guidelines adherence and complex processing procedures.

**SKILLS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* ADP Work Force Now
* ADP Smart Compliance (Tax)
* ADP Various platforms
* Multi-State Payroll
* Workday Payroll Module
* Paychex Payroll software
* Lawson Payroll & AP
* Payroll Reconciliation
* Third Party Administrator setups
* HRIS Administration
* Research Federal & State Payroll laws
* Processing Wage Garnishments, IRS Levies, State Levies
* Research DOR & DOLTax Jurisdiction Setups
* Analytical Skills
* Processing Commissions & Expense Reports
* Payroll System Implementations
* General Ledger posting
* Improve Payroll SOPs & Internal controls

**WORK HISTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3/2024-7/2024 **Tax Coordinator – (Temporary Assignment)**

* Prepare personal property tax returns/renditions, filings, and reconciliation of assets for assigned clients.
* Ensure all applicable returns/renditions and remittances are processed and mailed in a timely manner.
* Review of personal property tax assessments, filing/handling assessment protests and handling audits.
* Responds to client inquiries and requests from tax authorities.
* Reviews documentation and researches issues.
* Works with raw data to complete calculations.

09/2023-11/2023 **Tax Coordinator – (Contract Assignment)**

 **Intersect Power, LLC**

* Tax Jurisdiction Set Up – DOR & DOL
* Third Party Administrator setups

01/2023 – 04/2023 **Payroll Specialist**

 **Physician Rehabilitation Network**

* Process Semi-Monthly Hourly and Salary Non-Exempt payrolls
* Upload Wage assignments, Garnishments, IRS Tax Levies, State Tax Levies into ADP WFN

● Troubleshoot all things ADP Work Force Now

* Tax Jurisdiction Set Up
* Process employee Tax Setups
* Service the payroll customers, answer questions, research discrepancies, finding a suitable resolution
* Help Desk Tickets via Zendesk

07/2022 – 12/2022 **Payroll Specialist**

 **Summit Behavioral Healthcare**

* Process Hourly and Salary Non-Exempt payrolls: 2 Biweekly
* Process Wage assignments, Garnishments, IRS Tax Levies, State Tax Levies
* Troubleshoot all things ADP WorkForce Now System
* Tax Jurisdiction Set Up
* Process employee Tax Setups
* Service the payroll customers, answer questions, research discrepancies, finding a suitable resolution
* Workday Basic Training, Workday Payroll module

02/2021 – 06/2022 **Payroll Specialist**

 **ABC Technologies**

* Process Hourly and Salary Non-Exempt payrolls: Weekly and Biweekly
* Utilize ADP payroll software – WFN Platform
* Process Wage assignments, Garnishments, IRS Tax Levies, State Tax Levies
* Troubleshoot all things ADP System
* Process employee Tax Setups
* Service the payroll customers, answer questions, research discrepancies, finding a suitable resolution

09/2017 – 01/2021 **Payroll Analyst**

 **Cummins Inc**

* Perform daily Multi-State Payroll functions
* Process Corporate payrolls: Weekly, Biweekly, Semimonthly
* Utilize ADP payroll software – PCPW Platform
* Process Wage assignments, Garnishments, IRS Tax Levies, State Tax Levies
* Request employee Tax Setups
* Upload Merrill Lynch files
* Service the payroll customers, answer questions, research discrepancies, finding a suitable resolution

01/2017 – 09/2017 **Payroll Processer**

 **Vaco Nashville, LLC**

* Process Hospital and Doctor offices payrolls
* Perform daily Multi-State Payroll functions
* Process Corporate payrolls: Weekly, Biweekly, Semimonthly
* Kronos TimeKeeping
* ADP – PCPW platform
* Utilize ADP payroll software

10/2013 – 11/2017 **Payroll Manager**

 **Easter Seals of Tennessee**

* Responsible for processing all HRIS and Payroll functions using ADP PayXpert and ADP Workforce Now
* Responsible for all new employee setup in ADP Workforce Now.
* Responsible for troubleshooting with ADP PayXpert and ADP Workforce Now for the entire company.
* Responsible for processing payroll using ADP ezLaborManager Time & Attendance module on a biweekly basis for non-exempt, exempt, seasonal, and clients.
* Responsible for assisting ADP in researching data to ensure employment tax compliance with federal, state and local tax authorities.
* Responsible for assisting ADP in the quarter-end and year-end processing, all quarterly and annual employment tax returns including Forms 941, 940, state filing, local filing, Forms W-2, etc.
* Responsible for researching and resolving tax notices received from federal, state, and local agencies and forwarding results to ADP in a timely manner.
* Responsible to guide staff on correct ways to handle and answer payroll questions and assist ADP with payroll tax questions and be able to resolve issues in opening problem tickets on any of system issues and follow through to a resolution.
* Process all PANs (Personal Action Notices) such as keying all wage increases, department transfers, terminations, term PTO payouts, benefit refunds, status changes, address changes, etc.
* Responsible for recognizing and addressing any of regulator issues within payroll systems and processes.
* Process W4 changes and ensure all necessary payroll related end of year reporting is completed.
* Process all bonus, replacement checks, and direct deposits.
* Monitor, maintain and all of the sick and vacation usage and manually calculate accruals if needed.
* Process all manual checks.
* Process all W-4 changes and ensure all necessary payroll-related end-of-year reporting is completed.
* Process all garnishments, levies, child support, etc.
* Calculate timesheet adjustments and process all adjustments to be added to the next check.
* Create Payroll reports in ADP PayXpert and ADP Workforce Now.
* Monitor ACA reporting.

**ACCOUNTS PAYABLE -** All Data Entry of invoices, Vendor setup, void payments, check printing and mailing.

08/2012 – 05/2013 **Math Teacher**

 **Milan Special School District**

* Classroom Math Teacher

12/2006 – 07/2010 **Payroll Processor**

 **HCA**

* Processed corporate payrolls for 120+ Units
* Processed Garnishments
* Host payroll system, Lawson, Kronos time clock system

08/2000 - 06/2006 **Payroll Accountant**

 **EMI Christian Music Group**

* Managed every aspect of processing payroll for 300 semi-monthly and
* 70 weekly employees
* Processed garnishments & child support payments
* Processed multi-state payroll for 13 states
* Acted as liaison with third party
* Payroll provider to process for two additional companies
* Functioned as benefits liaison
* Perform various accounts payable and accounting
* HR Benefits Functions
* Perform month-end general ledger closing activities

12/1999-08/2000 **Payroll Assistant**

 **Quorum Health Resources**

* Assist in preparing in-house multi-state payroll including all necessary functions.
* 500+ employees
* Processed garnishments and prepared monthly and Quarterly taxes
* Ceridian payroll system

05/1998 - 10/1999 **Primus Financial Services**

 **Auction Coordinator**

* All function necessary to arrange the sale of repossessed vehicles.

07/1996- 05/1998 **Payroll Practitioner/Regional Secretary**

**Shoney’s Inc**

* Process weekly multi-state payroll for 1500 restaurant employees. The
* Organization has stores in 22 states
* ADP/AS400/Ceridian payroll system

**EDUCATION**

Belmont University, Nashville, TN

Master of Arts Teaching

GPA: 3.64

Keller Graduate School of Management, Oakbrook Terrace, IL

M.B.A., Master of Business Administration w/HR concentration,

GPA: 3.56, Major GPA: 3.73

Oklahoma Christian University, Oklahoma City, OK

B.S., Office Management

GPA: 3.25, Cum laude

Southwestern Christian College, Terrell, TX

A.S., Accounting

GPA: 3.79, Sum cum laude