



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-362-3624

For further assistance call The Essex Companies at 212-391-1515

ET 321757

Experienced Payroll provider with a demonstrated history of working in the accounting industry. Calculating and processing payrolls (including 401K's, garnishments, loans, etc) for a variety of industries (Union and Non Union), along with all proper tax payments and filings. Skilled in Microsoft Excel, Microsoft Word, Quickbooks, speak two languages English and Russian. Strong human resources professional.

Work Experience

Payroll/Withholding Taxes Preparer

NY Payroll - Staten Island, NY

May 2009 to Present

- Manage payrolls for 100+ clients along with accompanying withholding taxes
- Furnish clients with information and advice regarding payrolls and liabilities
- Process all payroll tax payments on a weekly, monthly, and on a quarterly basis including multi-states such as CA, CT, FL, MO, NJ, and NY in a timely manner
- Manage and process quarterly and year end returns (this includes W-2's and 1099's) for multi-states (mentioned above)
- Efficient with AME Software for payroll and payroll reports and returns
- Efficient with EFTPS software for processing IRS payments
- Assist clients with inquiries and filing paperwork
- Use of QuickBooks Pro for NY Payrolls Solutions bookkeeping
- Set up new clients (including EFTPS, States Online Access, and NYS-100) as well as maintaining all confidential client information
- Proactively researching any new federal, state, or local laws and regulations to remain in compliance

- Actively use MS Excel to track client data with the usage of formulas and charts
- Calculate and process payrolls (including 401K's, garnishments, loans, etc.) for a variety of industries (Union and Non- Union), along with all proper tax payments and filings
- Assist with other ad-hoc duties

Bookkeeper

Urban Construction Inc - New York, NY

February 2014 to May 2014

- Manage payroll along with corresponding taxes and Union Benefits
- Manage Accounts Payable and Accounts Receivable
- Assist Contractors and Vendors with inquiries and filing paperwork
- Efficient with Quickbooks

Front Desk Associate

Planet Fitness - Staten Island, NY

August 2008 to February 2009

- Greeted customers and provided friendly and courteous assistance
- Inputted and updated customer information in database
- Resolved all customer related issues and recorded concerns and/or complaints
- Processed day-to-day transactions and closeouts
- Completed daily log which included daily profits, customer sign ups and cancellations
- Supervised and trained new employees in all aspects of the Front Desk Operations

Customer Service Representative/General Sales Associate

Toys "R" - Staten Island, NY

September 2006 to August 2008

- Provided prompt and efficient customer service
- Processed returns and/or exchanges, day-to-day transactions, and closeouts.
- Supervised and trained new staff in all aspects of Customer Service and Sales

Education

Master's in Finance with a concentration in Corporate Finance

Southern New Hampshire University

September 2018

Bachelor of Science degree in Accounting

The City University of New York, College of Staten Island

May 2013

Bachelor of Science degree in Economics

The Southern New Hampshire University

May 2013

Skills

Excel, MS Office, Quickbooks, Word

Additional Information

SKILLS:

- Proficient with MS Office (Word, Excel, Power point, etc.)
- QuickBooks
- Fluent in Russian