

CHRISTINA JACKSON

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Dynamic detail oriented payroll professional with the ability to consistently meet tight deadlines while maintaining data accuracy. Proficient in data comparison using the VLOOKUP functionality which has allowed me to uncover solutions to challenging payroll complications.

EXPERIENCE

5/2015 – PRESENT

PAYROLL PROCESSOR, LEGACY COMMUNITY HEALTH

- Accurately process, payroll for 1000 + employees verifying salary, wage, and overtime calculations.
- Monitor time cards, time entry, and overall status of timekeeping system.
- Confirm totals verifying payroll funding wires are transmitted in a timely manner.
- Track and distribute payroll checks.
- Process bi-weekly expense reimbursement, quarterly bonuses, and upload annual merit increases.
- Maintain payroll records, including tax withholdings, benefit deductions, and time off accruals.
- Set up reoccurring deductions, earnings, and wage garnishments.
- Comply with state and federal laws regarding tax filings, verifying payroll results balance to tax returns and year-end form W2 statements.
- Assist in preparing monthly accounting reconciliation reports including GL balancing and FTE status.
- Conduct new hire training on payroll and timekeeping systems.

4/2013 – 5/2015

SENIOR PAYROLL SPECIALIST, PAYCHEX INC

- Processed multistate biweekly, weekly, and semimonthly payrolls for organizations with employee count ranging from 50 – 600 people including hourly, salaried, and commissioned employees.
- Administered garnishments, wage levies, and child support orders.
- Researched and resolved complex payroll tax related issues.
- Managed benefit deductions, including medical, dental, vision, and deferred retirement contributions.
- Provided first level line of support for payroll file transmission failures and inquiries for companies that utilized Preview payroll software.

11/2007 – 11/2011

ASSISTANT GENERAL MANAGER, COUNTRY INN & SUITES

- Processed weekly payroll hours, PTO requests, and maintained confidential employee files.
- Interviewed, hired, and trained new employees.
- Scheduled, trained, supervised, and disciplined associates of the front office, laundry, and housekeeping departments.
- Conducted performance evaluations, decided employee conflict, executed personal improvement plans, and assisted with employment terminations.
- Calculated hotel cash deposits and transported funds to the bank on a weekly basis with 100% accuracy.
- Provided first level line of support for payroll file transmission failures and inquiries for companies that utilized Preview payroll software.

EDUCATION

DECEMBER 2005

ASSOCIATES DEGREE, MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE

2018

111 CREDITS COMPLETED, METROPOLITAN STATE UNIVERSITY

AREA OF EXPERTISE

- ExponentHR
- Paychex Flex
- Ultipro
- Online banking
- Simply Work
- Paychex Preview
- Kronos
- Microsoft Excel

PROFESSIONAL ORGANIZATIONS

Member of American Payroll Association
Member of Houston Chapter of American Payroll Association