

James Anderson

PAYROLL SPECIALIST

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A payroll professional with over 12 years of experience in the payroll and accounting field. Adept at identifying issues and correcting errors to ensure impeccable accuracy. I am seeking an exciting position that will allow me to quickly become an asset and continue to grow professionally.

SKILLS

Oracle Peoplesoft

HR Systems

ADP Payroll

Finance/Accounting

Microsoft Suites

EXPERIENCE

Oct 2019 - Present

Payroll Specialist

Cardinal Health - Ohio, United States

- Billing and coding support, claims assistance, tracking and submission, prior authorization assistance and tracking, coordination of benefits, advanced alternate coverage research and reporting adverse events as directed.
- Verifying patient insurance benefit information and precisely document specifics for various payer plans including patient coverage, cost-share, and access and provider options.
- Document and update current information into the patient and provider database (Patient Plus).

Oct 2007 - Jun 2018

Finance Executive

Amgen, Pennsylvania, United States

- Monetary maintenance including processing deposit, store petty cash funds (registers and vault), and performing sales audit.
- Train all new associates and managers on the scheduling process and system navigation.
- Resolved customer issues with department store credit card and store merchandise.
- Supply purchasing & procurement requisitions.

Apr 1987 - May 2009

Payroll Executive

United Parcel Service, Georgia, United States

- Performed selected UPS office timekeeping and payroll functions including, processing payroll, preparing and generating reports for validation and review of both pre-processing and post-processing of the weekly and bi-weekly payroll.
- Define and document Payroll Processing Procedures ensuring that they are being followed as well as identifying and suggesting improvements to the process.
- Ensure that employee payroll processing is in compliance with federal and state laws.

- Assist with all year-end related tasks necessary to produce the annual wage and tax statement.

EDUCATION

Aug 2010 - May 2012

**MBA/PGDM in Finance
Cornell University - Ithaca**

Aug 2012 - Present

**Masters in M.Com in Commerce
University of Washington - Seattle**