



Sophia Martinez

Payroll Accountant

Miami, FL
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Payroll accountant with expertise in compensation processing and compliance

Payroll accountant with four years of experience managing payroll operations for mid-sized and large organizations. Skilled in processing multi-state payroll, ensuring compliance with tax regulations, and optimizing payroll systems to improve efficiency. Adept at resolving discrepancies, preparing financial reports, and collaborating with HR to streamline employee compensation processes.

Professional Experience

May 2022 - Present

Payroll Accountant *Coastal Healthcare Group, Miami, FL*

- Process biweekly payroll for over 1,000 employees across multiple states, ensuring 100% compliance with tax laws
- Implemented a new payroll system, reducing processing errors by 35% and improving efficiency
- Conduct payroll audits and reconciliations, identifying and correcting discrepancies to ensure accurate reporting

July 2020 - May 2022

Payroll Specialist *Sunrise Financial Services, Miami, FL*

- Managed payroll for 500+ employees, processing salary, overtime, and benefit deductions with 99% accuracy
- Assisted in preparing payroll tax filings, reducing tax penalties and ensuring timely submissions
- Partnered with HR to resolve employee payroll inquiries and improve benefits communication

Education

Bachelor of Science (B.S.) Accounting *Florida International University, Miami, FL | 2020*

Key Skills

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| ● ● ● ● ○ | Payroll processing and compliance |
| ● ● ● ● ○ | Multi-state tax withholding |
| ● ● ● ○ ○ | General ledger reconciliations |
| ● ● ● ○ ○ | Payroll software (ADP, Workday, QuickBooks) |
| ● ● ○ ○ ○ | Employee benefits administration |
| ● ● ○ ○ ○ | Wage and hour law compliance |

Certifications

