Philippa Strathdene-Okoro

Payroll Manager

Augusta, ME · philippa.strathdeneokoro@example.com · (207) 555-0141 · LinkedIn

SUMMARY

Payroll manager with 11 years in payroll, the last 5 leading a team of 4 for a 2,400-employee manufacturer across 6 states. Runs weekly and biweekly payrolls on UKG Pro with a 99.8% first-time accuracy rate and no late federal or state tax filings since 2021. CPP certified.

EXPERIENCE

Payroll Manager — Kennebec Forge & Fastener Co.

Augusta, ME · Mar 2021 – Present

- Lead a team of 4 running weekly hourly and biweekly salaried payrolls for 2,400 employees in 6 states, about $160 million in yearly gross pay.
- Raised first-time accuracy from 98.6% to 99.8% in 2 years by adding a pre-close variance report and a second review of all manual checks.
- Filed all federal, state and local payroll taxes and year-end W-2s on time for 5 straight years, with 0 penalty notices since 2022.
- Found $212,000 in overpaid state unemployment tax from 3 prior years after a rate notice review, and recovered it as credits.

Senior Payroll Specialist — Sheepscot Harbor Hospitality Group

Portland, ME · Jun 2016 – Feb 2021

- Processed biweekly payroll for 900 employees across 11 hotels and restaurants, including tips and service charges.
- Rebuilt the tip reporting process for 340 tipped staff, closing a gap flagged in an internal audit within 1 quarter.
- Answered about 40 employee pay questions a week, cutting repeat inquiries by 30% with a pay stub guide.

SKILLS

Payroll: Multi-state payroll, garnishments, fringe benefits, retro pay, off-cycle checks

Tax and compliance: Forms 941 and 940, W-2 year-end, SUI rates, FLSA overtime, state wage laws

Systems: UKG Pro, ADP Workforce Now, Kronos timekeeping, Excel pivot tables and XLOOKUP

Leadership: Team of 4, close calendars, audit support, controls and approvals

CERTIFICATIONS

Certified Payroll Professional (CPP), 2019

EDUCATION

B.S. Accounting, University of Southern Maine, 2014

Fictional example by FindAJobAI: the person, employers and numbers are invented.