**[Payroll/Human Resources/IT](https://www.postjobfree.com/resume/ad1ba6/payroll-human-resources-new-rochelle-ny)**

**Location:**New Rochelle, NY, 10804

**Posted:**November 20, 2023

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**Resume:**

Joelecia King

New Rochelle, NY 10804

(904) 713-5633

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EXPERIENCE

New York City Church of Christ — Singles Ministry Leader Columbia Church of Christ — Singles Ministry Leader Atlanta Church of Christ — Singles, Campus, Y&F Ministry Leader

JANUARY 2016 - SEPTEMBER 2023

Train single men and women ranging from young professionals to elderly singles, divorced and widowed; how to inspire others. Teach how to grow spiritually as well as numerically with biblical principles. Lead and empower the leadership team to plan the direction, structure and the schedule of events to inspire ministries.

Train and coach leaders on diversity and inclusion, preparing lessons and outreach. Mentor and support interns.

Enstar via Shell Associates (Temp Position) Columbia, SC

— Human Resources/Payroll

JUNE 2015 - DECEMBER 2015

Coordinated with vendors and presented new hire orientations in addition to open enrollment.

Recruitment for all open positions to include the onboarding process for US employees and expatriates and their families.

Managed employee relation processes, including complaints, interviews, investigations, and notifications of results.

Processed semi-monthly payroll and served as backup to Payroll Manager in NJ location.

Northgate Arinso, Jax, FL — Payroll Manager

SEPTEMBER 2013 - MARCH 2015

Provided resolution for all escalations from Payroll Operation Specialists Performed audits based on payroll data elements to ensure compliance to federal and state regulations and identify/develop new audit opportunities. Also created and modified reports to improve audits. Payrolls were processed for all cycles for 60K employees in North America. Analyzed and supported staff to include reviewing quality and productivity measurements for Payroll Operation Specialists in local and remote positions.

Developed test scripts for system enhancement that align with business processes for new software, uat and regression testing.

Coca-Cola Refreshments, Brandon, FL — HRIS Production Support Analyst

MARCH 2010 - SEPTEMBER 2013

Drive operation utilization by resolving or assigning HR and Payroll user application support issues. Served as liaison between IT and the COE leadership teams and escalated issues as defined.

Created change requests and worked closely with IT on HR configuration changes to support business needs (i.e. vacation accruals). This includes changes to comply with legal and regulatory changes as well as system related business process improvements.

Tested business continuity plan annually and assisted with acquisition, merger or realignment activity for HR functions.

Convergys (Northgate Arinso), Jax, FL — Client Support Analyst

OCTOBER 2007 - FEBRUARY 2010

ldentify the severity of issues and escalate jeopardy items to appropriate personnel. Provide direction to client to make adjustments and responsible for making data corrections and adjustments to the applicable time and attendance system to ensure accurate payroll results. Utilize critical thinking skills, knowledge of client business requirements and system functionality to make appropriate changes.

Assisted in functional design of the portal and configuration of work schedules for Time and Attendance and its impact to payroll to support a global deployment and to provide production support upon go live. Provide subject matter expertise in the areas of employment legislation; payroll; HR/Benefits; and training to Operational teams; and to Project implementation teams.

Provide specific payroll expertise to the project implementation team. Manage sub-projects / work streams in accordance with the Project Plan. Provide account management/relationship management. Provide coaching and mentoring support to other Analysts within the team. Provide ongoing support and issue resolution in payroll for operational escalations across teams. Serve as liaison between business customers and systems areas.

Sanderson Industries, Inc.(Auto Manufacturing Co.), Atlanta, GA — HR Assistant/Payroll Manager

2004-2007

Account Receivables - prepare and mail invoices to various customers. Assist with database maintenance. ldentify and correct billing errors. Account Payables - receive and process invoices for payments. Match packing slips and purchase orders and identify any discrepancies / errors. Assisted Human Resources Manager in the administration of benefits / insurance, new hire packets and orientations, open enrollment, monthly reports for performance reviews, and company policies. Assist with ensuring employees attended safety classes and random tests. Problem solving and decision- making and quality customer service.

Processed weekly payroll for 160 + employees (hourly and salaried). Also process garnishments, levies, child support deductions, and other payroll related changes. Transmit / receive payroll from ADP and utilize Kronos / E - time. Create reports for management and reconciliation with Reportsmith. Achieved goal to successfully set-up and track vacation / sick time.

Metro Atlanta Chamber of Commerce - Atlanta, GA - HR Payroll Accountant/Human Resources Manager

August 1997 - July 2001

Manage/process monthly commission and semi-monthly payrolls for the Atlanta, DeKalb, South Fulton and Perimeter locale employees. Month-end close to include the reconciliation of bank accounts and withholding accounts.

Implemented procedures for accurate billing and payment of benefits. Conduct training/orientation for new hires and perform various administrative duties.

Worked closely with ADP during conversion from ExpressPay to ADP to map the automatic flow of data to the accounting software.

EDUCATION

University of Florida, Gainesville, FL — Bachelor of Science DECEMBER 1993