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## TECHNICAL SKILLS

**Payroll Systems:** ADP Workforce Now, Paychex Flex, Workday, QuickBooks Payroll

**HRIS Platforms:** BambooHR, UltiPro, Workday HCM

**Advanced Excel:** VLOOKUP, Pivot Tables, Macros for payroll reporting, complex formulas

**Tax Compliance Software:** Vertex, Thomson Reuters ONESOURCE

**Analytical Problem-Solving:** Identified systematic overtime calculation errors saving \$18K annually

**Cross-functional Communication:** Liaised between HR, Finance, and employees to resolve complex compensation issues

**Process Improvement:** Developed standardized procedures reducing payroll processing errors by 75%

## PROFESSIONAL RECOGNITION

### **Excellence in Payroll Processing Award**

Mountain View Manufacturing

2023

Recognized for maintaining 99.8% accuracy rate across 650+ employee payroll

### **Q4 2022 Star Performer**

Mountain View Manufacturing

2022

Awarded for successfully implementing Workday system, reducing processing time by 25%

### **Perfect Attendance Recognition**

Mountain View Manufacturing

2021-2023

Three consecutive years of zero absences during

# Thaddeus Brightwater

## Payroll Specialist

- Detail-oriented Payroll Specialist with 6+ years of experience processing payroll for 500+ employees across multiple states
- Maintained 99.8% accuracy rate while managing bi-weekly payroll cycles and ensuring compliance with federal and state regulations
- Proficient in ADP Workforce Now, Paychex Flex, and advanced Excel functions including VLOOKUP and pivot tables
- Successfully led implementation of new time-tracking system, reducing processing time by 4 hours per pay period
- Expertise in multi-state tax withholdings, overtime calculations, and year-end W-2 processing
- Strong analytical problem-solving skills with track record of identifying and correcting systematic payroll errors

## WORK EXPERIENCE

### Mountain View Manufacturing

March 2021 -

Present

#### Senior Payroll Specialist

- Process bi-weekly payroll for 650+ employees across 4 states, maintaining 99.8% accuracy rate over 3+ years
- Implemented Workday payroll module, streamlining processing time by 4 hours per pay period and reducing manual errors by 75%
- Managed complete payroll cycle including timesheet review, overtime calculations, tax withholdings, and direct deposit processing
- Resolved 45+ weekly payroll inquiries from employees, reducing escalations to HR by 60% through clear communication
- Led preparation for Department of Labor audit, resulting in zero violations and commendation for exceptional record-keeping
- Collaborated with HR and Finance teams to integrate 85 new employees during company acquisition without disrupting pay cycles
- Maintained 100% compliance with federal, state, and local tax regulations across Colorado, Utah, Wyoming, and New Mexico

### Rocky Mountain Retail Group

June 2018 -

March 2021

#### Payroll Specialist

- Processed weekly payroll for 400+ retail employees including complex tip reporting and commission calculations
- Reduced payroll processing errors by 40% through implementation of standardized review procedures
- Managed year-end processing including W-2 preparation and distribution for 3 consecutive years with zero delays
- Calculated and processed garnishments, child support orders, and voluntary deductions ensuring legal compliance
- Identified and corrected recurring overtime calculation error, saving company \$18,000 in potential overpayments
- Trained 3 new payroll team members on ADP Workforce Now system and company-specific procedures

### Denver Business Solutions

September 2016

- June 2018

#### Payroll Coordinator

- Supported payroll processing for 250+ employees while learning advanced payroll functions and compliance requirements
- Assisted with transition from QuickBooks Payroll to ADP system, ensuring accurate data migration for all employee records
- Maintained employee payroll records and processed new hire paperwork including I-9 verification
- Reconciled monthly payroll accounts and prepared reports for Finance

critical year-end periods

department review

- Handled confidential employee information with discretion while providing excellent customer service

## EDUCATION

### Colorado State University

*Graduated: May  
2016*

Bachelor of Science in Accounting

GPA: 3.6/4.0

## CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

### Certified Payroll Professional (CPP)

*June 2022*

American Payroll Association

### ADP Workforce Now Certification

*March 2021*

ADP

### Advanced Excel for Financial Professionals

*January 2023*

LinkedIn Learning

### Federal and State Tax Law Update Seminar

*December 2023*

APA

### Multi-State Payroll Processing Workshop

*September 2022*

APA

## PROFESSIONAL CONTRIBUTIONS

### Multi-State Tax Withholding Best Practices

*2023*

Internal Training Guide, Mountain View  
Manufacturing

Developed comprehensive 25-page guide used to train new payroll team  
members

### Understanding Your Paystub

*2022-Present*

Monthly contributor to employee newsletter

Regular column helping employees understand deductions and payroll  
processes

### Active Contributor

APA Community Forum

Regular participant in discussions on payroll best practices and compliance  
updates