

# SHARAKA M. LEONARD

## CAREER SUMMARY

Senior Payroll Specialist, handles day-to-day Payroll and Tax customer service inquiries for bi-weekly, semi-monthly, monthly payrolls. Filed 941, 940, Multi-state and Locals returns for various businesses. Analyzed/Resolved payroll tax issues, working with various state agencies.

## SUMMARY of SKILLS

- Reconcile payroll/tax reports to ensure accurate and timely filings
- Federal, Multi-State Payroll & Tax preparation
- Experience with Microsoft Office, Salesforce, Ultio-pro, and Ceridian.
- Excellent verbal and written communication and presentation skills.
- Experience with 3<sup>rd</sup> party vendors for Child support, Garnishments, 401K.
- Strong knowledge of payroll tax laws and recent experience preparing payroll tax returns.
- Strong analytical skills, able to effectively report on budget vs. actual salary variances.
- Ability to maintain privacy and confidentiality. Analytical and problem-solving skills.
- Strong attention to detail and ability to multi-task. Strong mathematical and organizational skills.
- Exceptional time-management and project management proficiency.

## EDUCATION

DePaul University	<i>BA in Communications</i>	Graduated in 2003
Morris Graduate School of Management	<i>MBA in HR Management</i>	Graduated in 2008

## EXPERIENCE

Sure Payroll Inc. a subsidiary of Paychex, Glenview, IL  
*Senior Payroll Tax Specialist Level II* March 2014 - Present

- Trains all new hires (contractors and full-time employees in tax processing and systems.
- Supports quarterly and year-end payroll reconciliation and closing.
- Prepares Federal and Multi-State, Local Tax returns including W-2/1099/Schedule H
- Responds to client questions including resolving federal, state and local tax notices.
- Develops and provide key payroll metrics and performance reports to management.
- Transfers all payroll information from the old payroll system to the new payroll system.
- Completes quarterly/year end balancing of payrolls including researching errors.
- Coordinates/Maintain all process and procedures manuals with up to date information.
- Works with Excel spreadsheets doing analytics, pivot tables and V-Look up.
- Pay and file tax returns, amendments and adjustments timely and accurately in accordance with agency, region and client requirements.
- Performs all weekly, monthly, quarterly, and annual payroll tax support services, including audits and reporting to ensure all customers' needs are met timely.
- Performs data entry as required to ensure quality assurance is presented every time and maintain case management as required accurately.
- Reconciled quarterly taxes and managed state SUI tax rates.
- Streamlined balancing and reconciliation procedures resulting in payroll being processed more accurately and expeditiously.

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