

Jeffrey G. Baca

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Objective

To Gain employment as Administrative Assistant/Accounting Clerk

Employment

Payroll Administrator Oct 2004 - Jun 2005

Robert Half International / Albuquerque, NM

County of Los Alamos

Management and Delivery of Semi-Monthly Manual payroll for 200+ employees. Manual Vacation and Sick Reporting and Accounting. At-need Accounting support

Payroll Consultant May 2004 - Aug 2004

Career Group | Los Angeles California

Temporary replacement of Accounting & Payroll Staff members including, Statistician, Payroll Clerk and Payroll Coordinator Job Title

Full Time Consultant May 2001 - September 2002

Robert Half International | Los Angeles CA

Temporary replacement of Payroll Staff members including:

Payroll Coordinator-Natural History Museum of Los Angeles

Management and Delivery of Semi-Monthly payroll for 300+ Employees on ADP PC/Payroll. Coordination of HR Personnel management on HRIS. Accounting and Management of 403b Retirement account. Accounting/HR Reporting using custom ReportSmith Reports.

Payroll Supervisor & Coordinator-American Golf Corporation

Coordination and Delivery of Bi-Weekly Multi-location Multi-State payroll for 20,000+ Employees on ProBusiness. Administration and Coordination of Multi-location Time Reporting on Kronos.

Payroll Administrator-University Of California, Los Angeles - CTI

Management and Delivery of Semi-Monthly Manual payroll for 200+ employees. Manual Vacation and Sick Reporting and Accounting. At-need Accounting support.

Payroll Manager-The Patina Group

Coordination and Delivery of Bi-Weekly Multi-location Multi-State payroll for 2,000+ Employees on ADP PC/Payroll. Accounting/HR Reporting using custom ReportSmith Reports.

Payroll Accountant January 1999 - April 2000

Priority Records | Los Angeles CA

Management and Delivery of Semi-Monthly Multi-State Multi-Location payroll for 130+ employees on ADP PC/Payroll. Accounting of Employee Benefits Programs. Assistant to V/P Finance, Alex Kesibasian.

Temporary Payroll Consultant November 1997 - January 1999

Accountemps-Robert Half International | Los Angeles

Temporary Replacement of Payroll Staff Members Including:

Oct 1998 to Jan 1999 Paymaster-Anwa Hotels & Resorts (Marina Del Rey Hotel)

Management and Delivery of Biweekly and Semi-Monthly payroll for 200+ employees on ADP PC/Payroll. Transition of Hourly Employees to Biweekly cycle. Setup and Maintain Personnel files. Accounting of Employee Benefits Programs.

July 1998 to Oct 1998 Payroll Coordinator-Rand Corporation

Management and Delivery of Multi State Biweekly payroll for 1200+. Assisted with Finance special projects.

Nov 1997 to July 1998 Payroll/Benefits Manager-Aramark Mag & Book Services

Management and Delivery of Multi Location, Multi State Biweekly payroll for 2500+ employees on ADP PC/Pers. Manager of 8 person payroll department. Accounting of Health, Retirement and Organized labor benefits. Due Diligence of Payroll, Employee Benefits and Profit Sharing programs during Acquisitions. Accounting for \$250M Profit Sharing benefits.

Payroll/Benefits Manager

October 1991 - July 1997

Antares Corporation | Culver City, CA

Management and Delivery of Multi State weekly payroll for 130+ employees on ADP PC/Payroll. Accounting and Acquisition of Employee Benefits Programs. Setup and Maintain Personnel files. Safety committee member. Assisted with Special Projects.