

Kate Smith

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Payroll Officer 4 years+ experience
current NIA membership
computer savvy

Professional Experience

DEF Systems (Sydney NSW) Payroll Manager 4 years	Administered the automated scheduling and payroll computation of 300 field employees. Assisted management with insurance and awards claims. Kept employee records up to date.
ABC Corporation (Sydney NSW) Assistant to the Treasurer 2 years	Responsible for debtors and creditors ledgers. Issued company invoices and tracking of slow payments with the ageing report. Paid suppliers invoices on time. Prepared data for BAS statements. Performed bank reconciliation with MS Excel
Zaffa Partners (Sydney NSW) Accounting Assistant 2 years	Clerical work and data entry in a public accounting practice Exposure to wide range of clients from sole traders to multi-branch operations. Corresponding by phone/fax/email to chase missing or incorrect documents
GHI Accountancy Systems (Atlanta Georgia) Assistant Finance Officer 4 years	Managed daily financial transactions related to accounts receivable, accounts payable, bookkeeping, payroll and client service assistance.

Educational and Professional Credentials

Australian Institute of Management (Sydney NSW)	MS Office productivity course
National Institute of Accountants (Sydney NSW)	full membership
College of Arts & Technology (Houston) University of Texas (San Antonio)	Certificate on Advanced Accounting and Systems Development Bachelor of Science in Accounting

Summary

Through my National Institute of Accountants membership and regular seminars attendance I am up to date on the following issues :

- * payroll tax
- * wage awards
- * workers compensation
- * superannuation

I am also a member of Toastmasters International where I enjoy competing in public speaking, writing speeches and general business contacts.