JULIAN MERCER

PAYROLL SPECIALIST

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PROFESSIONAL SUMMARY

Payroll Specialist with 6+ years processing multi-state payroll for 1,800 employees, with experience in hourly, salaried, and union pay groups. Delivers accurate on-time pay, tax filings, and audit-ready records, and resolves pay questions quickly.

PROFESSIONAL EXPERIENCE

Payroll Specialist Feb 2022 - Present
Cintas Corporation, Mason, OH

- Process biweekly payroll for about 1,800 employees across eight states, with accuracy of 99.6% measured by off-cycle checks.
- Audit time and attendance data before each run and cut manual corrections by 35% by training supervisors on punch exceptions.
- Reconcile payroll registers to the general ledger every pay period and clear variances within two business days.
- File quarterly state and local tax returns and handle year-end W-2 distribution for the location group without penalties.
- Respond to about 40 employee pay inquiries a week and resolve 90% within one business day.
- Updated garnishment and levy processing steps, which eliminated two late remittances flagged in an internal audit.
- Reviewed pre-process registers for unusual hours, new hires, and rate changes, and stopped about 25 incorrect payments per year before release.

Payroll Associate Jun 2019 - Jan 2022
ADP, Cincinnati, OH

- Managed payroll for a portfolio of 24 small and mid-sized business clients, processing every run before the cutoff.
- Set up new clients in the payroll system, including tax accounts, deduction codes, and direct deposit, in an average of five business days.
- Resolved notices from state tax agencies for six clients and saved them an estimated $9,000 in penalties by documenting corrections.
- Walked clients through the move from paper timesheets to online time entry, and 20 of 24 had adopted it within two pay periods.
- Coordinated with HR and benefits on open enrollment deduction changes for 1,800 employees, and checked first-cycle deductions against elections before the January run.
- Answered client service calls about new hire reporting, bonus taxation, and multi-state withholding.
- Ran quarterly reviews with each client to reconcile tax liabilities to filings, and found two accounts with misapplied deposits.

Accounting Clerk Aug 2017 - May 2019
Fifth Third Bank, Cincinnati, OH

- Entered and coded about 300 invoices a week and reconciled vendor statements, reducing past-due payables by 20%.
- Backed up the payroll team during year-end by checking W-2 data for 400 employees.
- Entered new hire and termination data into the HR system, keeping about 60 changes a month accurate for pay effective dates.
- Wrote step-by-step desk procedures for shift differentials, retro pay, and off-cycle checks that new team members used to run their first payroll without rework.

CORE SKILLS

Multi-state payroll processing | Payroll tax filing | Time and attendance audit | General ledger reconciliation | Garnishments and levies | Year-end W-2 and 1099 | FLSA and wage-hour rules | Benefits deductions | Direct deposit setup | Employee pay inquiries | UKG and ADP Workforce Now | Excel pivot tables | Payroll audit and error prevention

EDUCATION

Associate of Applied Business in Accounting, Cincinnati State Technical and Community College, Cincinnati, OH

CERTIFICATIONS

Fundamental Payroll Certification (FPC), American Payroll Association