





ADRIAN DIAZ

PAYROLL ACCOUNTANT

CONTACT

a.diaz@email.com 
(123) 456-7890 
Lakeland, FL 
[LinkedIn](#) 

EDUCATION

Bachelor of Science
Accounting
University of Florida
2012 - 2016
Gainesville, FL

SKILLS

Paychex Flex
Oracle NetSuite
Deputy
ADP SmartCompliance
Expensify
Workday
Square Payroll
Qlik Sense
DocuWare
ComplianceHR

CERTIFICATIONS

Certified Public Accountant
(CPA)

WORK EXPERIENCE

Payroll Accountant

Publix Super Markets, Inc.

2021 - current / Lakeland, FL

- Leveraged Deputy for accurate time tracking, **reducing payroll processing time by 21 minutes** in a span of 3 months.
- Automated tax filings and payments using ADP SmartCompliance, ensuring complete compliance with the latest federal and state tax regulations.
- Expertly navigated ComplianceHR to ensure the store complied with local labor laws for overtime dues, reducing non-compliance risks by 22%.
- Provided 6 strategic payroll reports to senior management, assisting in key financial decision-making processes.

Staff Accountant

Fidelity National Financial, Inc.

2018 - 2021 / Jacksonville, FL

- Handled daily accounting operations, including A/R and A/P, using Oracle NetSuite, maintaining financial accuracy and reducing the month-end closing time by 3 days.
- Used Expensify to streamline expense reporting and reimbursement processes for 219 employees, making **processing times 26% faster**.
- Administered payroll for 32 part-time staff on Square Payroll, lowering payroll discrepancies by 11%.
- Helped senior accountants process monthly payroll for 41 managers using Paychex Flex, ensuring prompt payouts on 96% of occasions.

Bookkeeper

Raymond James Financial, Inc.

2016 - 2018 / St. Petersburg, FL

- Accurately recorded 48 daily financial transactions, ensuring compliance with financial regulations and company policies.
- **Digitized 394 financial documents** with DocuWare, lowering the time for document retrieval by 9 minutes.
- Implemented the latest bookkeeping practices, adding records 13% faster.
- Coordinated with 5 other bookkeepers for smooth shift planning, improving interdepartmental coordination.