

Timothy Finney, CPP

Certified Payroll Professional | Payroll & Benefits Administrator | Payroll Leadership

Manor, TX 78653 | Willing to relocate to Tulsa, OK

 | timothy.p.finney@hotmail.com

timothyfinney.com | linkedin.com/in/timothy-finney-cpp-59616288/

PROFESSIONAL SUMMARY

Certified Payroll Professional (CPP) with approximately 10 years of cumulative payroll experience and a strong background in accounting, benefits administration, and team leadership. Experienced in multi-state payroll operations, payroll systems implementation, and staff supervision. Combines technical expertise, analytical problem-solving, and practical management experience to support accurate, efficient, and compliant payroll operations.

Authorized to work in the US for any employer

WORK EXPERIENCE

Payroll/Benefits Administrator

Safesite, Inc. | Austin, TX | August 2023 to Present

Manage in-house semi-monthly payroll and employee benefits across multiple company locations and related businesses.

- Process employee setup, earnings, payroll taxes, deductions, garnishments, compensation changes, corrections, and final pay; review payroll and timekeeping records and resolve discrepancies with employees and managers.
- Prepare, post, and self-audit payroll journal entries; reconcile payroll activity and benefit invoices to support accurate accounting and reporting.
- Administer medical, dental, vision, life, disability, and supplemental benefits, including eligibility, open enrollment, carrier transitions, deduction setup, billing reconciliation, and employee support.
- Coordinate 401(k) eligibility, enrollment, contributions, and employer matching through VOYA; configure traditional and Roth deduction treatment.
- Established Oklahoma state withholding setup and support multi-state payroll tax administration.
- Allocate billable and non-billable labor between related businesses, calculate wages plus employer payroll taxes, and bill the entity receiving the services.
- Maintain timekeeping controls through punch reconciliation, exception research, and documentation of manual adjustments.
- Support ACA tracking, continuation coverage, new-hire and separation administration, unemployment matters, and payroll record retention.
- Prepared payroll and policy documentation for a Texas Workforce Commission wage claim that resulted in a finding of no additional wages due.
- Contributed employee-benefits policy language adding bereavement pay.

Systems include 21st Century Accounting, jSams, Excel, VOYA, and benefits administration platforms.

Lead Delivery Driver / New Hire Trainer

L2E Industries (Amazon Delivery Service Partner) | Hutto, TX | August 2021 to August 2023

Delivered Amazon packages and served as a lead driver and new-hire trainer.

- Trained new employees on delivery responsibilities and use of the ADP Workforce timekeeping and attendance application, including clocking in and out and requesting time off.
- Created a video guide explaining punch corrections and timecard-edit procedures.
- Provided practical support to new team members while meeting daily delivery and customer-service commitments.

Warehouse Associate

Macy's | Owasso, OK | December 2017 to August 2019

- Optimized warehouse layout by reorganizing stock areas to maximize storage capacity while maintaining efficient traffic flow through high-volume areas.
- Collaborated with coworkers on special projects and assumed additional responsibilities to support daily warehouse operations.

Accounting Associate

Leading Edge Personnel Ltd | San Antonio, TX | October 2012 to February 2013

- Processed daily accounting transactions and invoices, maintaining accuracy and supporting financial operations.
- Reviewed shipping and receiving documentation, identified discrepancies, and processed corrections.
- Prepared and processed daily bank deposits.
- Supported administrative operations, including mail distribution, reception, and general office coordination.

Night Auditor/Front Desk Agent

Best Western Ingram Park Inn | San Antonio, TX | July 2012 to October 2012

- Audited daily cashier paperwork, reconciled cash and credit card transactions, and researched discrepancies to ensure accurate financial reporting.
- Reviewed hotel rates, occupancy statistics, and daily financial activity using property management software.
- Balanced hotel accounts and verified financial records as part of nightly closing procedures.
- Provided front desk customer service and assisted with hotel operations and employee training.

Controller / Accounting Manager / Payroll Administrator

Hospitality Management Corporation | Dallas, TX | October 2006 to January 2011

Held overlapping Controller, Accounting Manager, and Payroll Administrator responsibilities across multiple hotel properties, combining payroll administration and oversight, financial reporting, staff supervision, and transition-team support.

- Processed multi-state biweekly ADP payroll with multiple pay rates, variable compensation, departmental labor costs, and frequent employee changes; progressed into payroll review and approval.
- Supervised approximately twelve accounting employees cumulatively across rotating property assignments, typically two direct reports at each location, including income audit and accounts receivable staff.
- Trained payroll processors during property transitions. At the Oklahoma City property in 2009, provided comprehensive training when payroll transferred to HR and continued functional payroll oversight.
- Implemented ADP payroll and timekeeping systems at multiple hotels, including employee setup, record conversion, and transition of payroll information.
- Reviewed and reclassified departmental payroll allocations and analyzed acquired-property payroll and accounting information for company reporting.
- Prepared payroll and general accounting journal entries, financial statements, bank and balance-sheet reconciliations, and month-end payroll accruals and reversals.
- Managed accounts payable, accounts receivable, income audit, general cashiering, budgeting and forecasting, 1099 reporting, and year-end closing responsibilities.
- Served on property transition teams as a corporate representative, implemented company procedures, identified control weaknesses, and developed and implemented process improvements.

Payroll Processor/Income Auditor

Radisson DFW South / PBMC | Irving, TX | April 2004 to October 2006

Processed hotel payroll and developed the foundation for progressively broader payroll, accounting, supervisory, and management responsibilities. This role began my hands-on payroll career before moving into multi-property payroll and accounting work with Hospitality Management Corporation.

EDUCATION

Accounting and Computer Science (College Coursework)

Tulsa Community College | Tulsa, OK

Completed coursework during two separate periods of attendance, in 1999 and 2013. No degree earned.

Electronics/PC Repair (Technical Education)

Tulsa Technology Center-Peoria Campus | Tulsa, OK | 1996 to 1998

Completed specialized training in electronics, computer hardware, troubleshooting, and PC repair.

High School Diploma

Sperry High School | Sperry, OK | 1994 to 1998

SKILLS

Payroll Administration; Wage Garnishments; ACA Reporting; VOYA; Payroll Management; Final Pay Processing; COBRA Administration; Microsoft Excel; Payroll Processing; Time and Attendance; Employee Onboarding; QuickBooks Online; Multi-State Payroll; Timecard Auditing; Employment Verification; Sage; Payroll Compliance; Labor Cost Allocation; E-Verify; SAP; Payroll Tax Administration; Intercompany Billing; Unemployment Claims; Pro-Ware ACA; Payroll Tax Withholding; 401(k) Administration; Staff Supervision; Microsoft Office; Payroll Deductions; Benefits Administration; Employee Training; Leadership; Payroll Reconciliation; Open Enrollment; Internal Controls; Communication skills; Payroll Accounting; Benefits Eligibility; General Ledger Reconciliation; Customer service; Payroll Accruals; Benefits Enrollment; Process Improvement; Organizational skills; Payroll Journal Entries; Benefits Billing Reconciliation; ADP Payroll; Administrative experience; Payroll Data Conversion; Health Insurance Administration; 21st Century Accounting; Driving; Payroll System Implementation; Retirement Plan Contributions; jSams Timekeeping

AWARDS

Special Recognition for Outstanding Performance | 2006

Recognized for outstanding performance and significant contributions to the success of Hospitality Management Corporation while representing the corporate office during hotel property transitions. This recognition contributed to my advancement into broader management responsibilities.

CERTIFICATIONS

Certified Payroll Professional (CPP) | PayrollOrg

September 2026 to December 2031. Issued September 30, 2026.

Credential verification: <https://www.credly.com/badges/c88ca4c5-20dd-4ee4-9065-a28ea15873ad>