Lauren Schaefer

PAYROLL ACCOUNTANT

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Summary

Payroll accountant with 5 years of payroll and general ledger work at a hospital network and a CPA firm, owning payroll journal entries, accruals and account reconciliation for a $210M payroll on ADP. Strong in Microsoft Excel and pivot tables, with organizational skills and attention to detail that keep tax filings and audits clean.

Skills

- Payroll Accounting
- Journal Entries
- Account Reconciliation
- General Ledger
- Payroll Tax Compliance
- ADP
- Microsoft Excel
- Pivot Tables
- Attention to Detail
- Organizational Skills

Experience

Payroll Accountant 01/2023 - Present

Three Rivers Health Network Pittsburgh, PA

Payroll accounting for a 4-hospital network with 5,200 employees.

- Record payroll journal entries and accruals for a **$210M** annual payroll each biweekly cycle.
- Balance 18 payroll liability accounts to the general ledger monthly, clearing open items within 30 days.
- Review quarterly 941, Pennsylvania and local earned income tax filings for payroll tax compliance before ADP files them.
- Built pivot tables in Microsoft Excel that tie labor cost to budget for 40 departments.

Staff Accountant 06/2021 - 12/2022

Allegheny Ridge CPA Group Pittsburgh, PA

Staff accountant at a 30-person CPA firm serving small and midsize businesses.

- Processed payroll for 25 small business clients and filed their quarterly payroll tax returns.
- Prepared month-end journal entries and account reconciliation workpapers for 12 clients.
- Gathered audit samples and payroll support for 3 year-end financial statement audits.
- Advised clients on W-2 and 1099 deadlines and the documents they needed each January.

Education

Bachelor of Science 05/2021

University of Pittsburgh Pittsburgh, PA

Accounting

Certificates

Certified Payroll Professional (CPP)

PayrollOrg (American Payroll Association)

08/2025