Megan Ward

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PROFESSIONAL SUMMARY

Dedicated payroll professional with over five years of experience working in corporate finance. Looking to expand financial expertise and further utilize skills to serve others. Currently pursuing a Master of Science degree in Accounting from Maryville University of St. Louis.

EDUCATION

Maryville University of Saint. Louis, *St. Louis, MO*

March 2026 – December 2027

Pursuing a Master of Science Degree in Accounting

Maryville University of Saint. Louis, *St. Louis, MO*

August 2021 – December 2025

Bachelor of Science in Accounting, Summa Cum Laude

WORK EXPERIENCE

03/2025 – Present

Payroll Analyst at Dart Container Company, *Mark Bellgraph,* **Cincinnati, OH (remote)**

- Tests and audits payroll systems, processes, and related activities
- Identifies and resolves compliance issues
- Leads department projects and presents recommendations based on analytical data and findings
- Identifies trends, proposes solutions, and takes action to ensure integrity in the system data and processes
- Develops standard and custom reports relative to compensation payments
- Writes, maintains, and supports reports or queries; maintains data integrity in systems through queries and analyzing data
- Develops and maintains training programs, user procedures, and guidelines for responsibilities or projects involving tax and garnishment reporting, time and attendance, and compensation systems
- Participates in projects and testing of new payroll programs
- Works closely with accounting, tax, and treasury departments on projects and reporting
- Completes required reports and projects for accounting month-end, quarter-end, and year end
- Files all month-end, quarter-end, and year-end SWH taxes with state agencies across Dart's operational states
- Assists with filing unemployment and local tax returns as needed
- Assists with generating, auditing, and processing U.S W-2 forms and Canada T-4 forms for year-end reporting
- Provides feedback and recommendations for payroll accounting activities

10/2023 – 03/2025

Payroll Technician at Dart Container Company, *Nicholas Pruden,* **Cincinnati, OH (remote)**

- Assisted with processing weekly payroll using SAP
- Assisted with entering preferences for voluntary deductions, direct deposits, tax withholdings, answering payroll questions, sending W-2 forms, etc.
- Entered and maintained data in the time and attendance system
- Worked with other departments to identify and resolve payroll issues
- Stayed up to date on DOL, FLSA, and policy regulations that impact clock in/out entries and overtime
- Ran weekly, month-end, quarter-end, and year-end U.S. state withholding (SWH) tax reports in SAP
- Entered and updated weekly, month-end, quarter-end, and year-end payments on treasury sheets
- Processed U.S. and Canada payments through JPMorgan and BMO payment systems
- Filed all month-end, quarter-end, and year-end SWH taxes with state agencies across Dart's operational states
- Assisted in generating, auditing, and processing W-2 forms for year-end reporting
- Processed federal and unemployment taxes through JPMorgan
- Entered and files tax payment notices to ensure timely resolution and payment
- Updated and maintained SWH tax workpapers, ensuring accuracy and compliance with regulatory requirements

11/2022 – 08/2023

Payroll Lead at Cynet Health, *Nidhi Paul,* **Cincinnati, OH (remote)**

- Oversaw weekly, multi-state payroll processing for 600+ HCPs using Paylocity
- Supervised, developed, and mentored payroll team to aid in professional development
- Reviewed and audited new hires, benefits, deductions, garnishments, and adjustments
- Assisted with new software implementation, establishing best practices and improvements
- Communicated frequently with HCPs to ensure accuracy of payroll issues
- Collaborated with accounting and billing teams for payroll reporting and audits
- Communicated with clients to ensure timekeeping and billing processes were correct for their VMS
- Worked closely with the client AP team to ensure timely payment on our invoices
- Worked closely with technical teams to implement automation and integration with other systems

06/2022 — 11/2022

HR Payroll & Accounting Assistant at Omya, *Aaron Hamilton,* **Cincinnati, OH (hybrid)**

- Supported HR in the areas of payroll, accounting, and invoicing using Workday, Paycor, ADP Workforce Now, and SAP software
- Maintained secure employee records and followed GAAP practices, including job and compensation details, retirement and insurance documentation, leave accrual records, and transfer details
- Assisted in preparing and processing payroll for 700+ U.S. and Canada employees, both exempt and non-exempt, verifying that all timecard entries are entered, processed, and posted correctly
- Assisted in the coordination of payment activities, including reviewing benefits, taxes, payroll deductions, overtime shift payments, sales commissions, bonuses, and maintaining payroll and accounting records
- Stayed up to date with legal alterations relative to labor laws
- Supported continued improvements in payroll and accounting processes
- Ensured compliance with company policies and procedures, employee contracts, and government legislation; advised on legislation changes relating to payroll and accounting
- Assisted payroll supervisor with completing payroll journal and accounting GL entries, ensuring that all entries are accurate
- Completed, checked, and processed company invoicing in accordance with company guidelines, including worker's compensation, insurance claims, retirement information, etc.
- Assisted with job cost, employee salary, and financial analysis projects using Excel

06/2020 — 06/2022

Payroll Specialist at Health Carousel, *Lauren Snyder-Gay,* **Cincinnati, OH**

- Assisted with processing weekly, multi-state payroll for 3,000+ HCPs using ADP Workforce Now
- Ensured that employee payroll processing was compliant with federal and state laws
- Assisted in payroll accounting, transactions, reporting, stop payments and other operations
- Reviewed payroll reports and timesheets for accuracy before payroll processing
- Ensured that employee payroll was processed accurately and timely
- Processed deduction changes, bonuses, benefits, and PTO/sick time payouts
- Calculated weekly retroactive pay and deductions, ACHs, and adjustments
- Assisted in weekly timesheet and payroll audit processes
- Analyzed payroll issues and recommended corrective actions
- Maintained payroll systems and ensured they were up-to-date and accurate
- Maintained employee payroll records and timesheet data for future references
- Audited and entered payroll arrangements for new hires
- Provided outstanding customer service to placements and clients
- Identified process improvement opportunities and suggested standards for new processes
- Worked closely with billing to resolve any discrepancies from past time paid

CERTIFICATES AND SKILLS

09/2017 — Present

- Delta Mu Delta Business Honor Society Member – Maryville University Spring 2024 Chapter
- NSLS Presidential Member – Maryville University Spring 2023 Chapter
- Health Carousel 2021 Impact Player of the Year
- Well-versed in PowerBI, Great Plains, and ADP Payroll software
- Proficient in all Microsoft and Google applications
- Familiar with SAP Accounting Software
- Columbia Suicide Severity Rating Scale – Certificate of Learning
- Screening, Brief Intervention, Referral to Treatment (SBIRT) Certified