

# ALLY DELLEA

## ASSISTANT PAYROLL ACCOUNTANT

1408 BRAMBLE DR DURHAM, NC 27712  
919-909-0682  
DELLEAALLY16@GMAIL.COM

### PROFILE

Highly organized Assistant Payroll Accountant passionate about the field and eager to learn more. Self-motivated with exceptional time management and awareness to complete tasks before their deadline.

### EXPERIENCE

ASSISTANT PAYROLL ACCOUNTANT 11/2022-5/2024  
**CATAMOUNT** – (Limited Series) ASTON, PA

Processing off set departments in smart time using the daily time sheet method. Send crew members their start work through Smart Start, verifying I-9's, processing weekly time cards and posting invoices in Smart Accounting.

ASSISTANT PAYROLL ACCOUNTANT 6/2022 - 11/2022  
**SWAGGER S2** – (Episodic) RICHMOND, VA

Responsible for processing background vouchers with RABS. Digital filing, I-9 verification and payroll check printing.

2ND ASSISTANT ACCOUNTANT 2/2022 -6/2022  
**NATIONAL TREASURE: EDGE OF HISTORY** – (Episodic) BATON ROUGE, LA

Responsible for payroll check printing and distribution, background processing, hot cost reports for background, I-9 verification and entering vendor information.

ASSISTANT PAYROLL ACCOUNTANT 8/2021- 2/2022  
**MIKE** – (Limited Series) NEW ORLEANS, LA

Processed background vouchers, sent crew members start work, entered crew time cards, verified I-9's, accomplished any other tasks requested by the payroll accountant.

### SKILLS

Proficient with time card entry, processing, auditing, and posting of offset departments. Experienced with sending start paperwork, verifying I-9 documents, digital filing, Adobe and DocuSign. Well versed with the use of Entertainment Partner's accounting software: Smart Time, Smart Start and Smart Accounting. I can adapt to any situation, I am a problem solver and fast learner.

\*References upon request