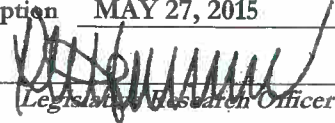


RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. MC 15-0527-35

Date of Adoption MAY 27, 2015

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY


Legislative Research Officer

PRESENTED BY COUNCIL MEMBER FREDERIC SECONDED BY HUDLEY

WHEREAS, vacancies currently exist on the Citizens Advisory Commission due to the expiration of the terms of its members:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that the following named person is hereby appointed as a member of the Citizens Advisory Commission for a term as indicated below:

NAME & ADDRESS	WARD & DISTRICT	APPOINTED BY	TERM TO EXPIRE
Jillian Phillips 4 Edmund Place	W-6	Council President Frederic	9-10-15

RECORD OF COUNCIL VOTE

X = Indicates Vote N.V. = No Vote A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BURGESS, 1ST VICE PRESIDENT	X				JONES, 2ND VICEPRESIDENT				X
COX	X				LYONS				
HUDLEY	X				FREDERIC, PRESIDENT	X			
INMAN				X					

PRESIDENT OF COUNCIL  MUNICIPAL CLERK  DATE MAY 27, 2015

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK  DATE MAY 27 2015

BA ☐ BLDG ☐ CFO ☐ COURT ☐ DHS ☐ DHW ☐ DPW ☐ ENG ☐ FIRE ☐ INIC ☐ JUDGE ☐ LIBR ☐ LICEN ☐ LEGAL ☐ MAYOR ☐ OCDP~DIR ☐
OCDP~AD ☐ P&R ☐ PAYROLL ☐ POL~DIR ☐ POL~CF ☐ PURCH ☐ SEC~PB/BA ☐ TA ☐ TAX~AS ☐ TAX~COL ☐ TRAFFIC ☐ UEZ ☐
ZONING~OFF ☐ DLGS ☐ GNCD ☐ OTHER(S): Appointee

JILLIAN PHILLIPS

4 Edmund Place, Irvington, NJ 07111
Mobile: 908.290.8432
Email: cocorea@outlook.com

PROFILE

Payroll Analyst with ten years of significant experience who possesses an exceptional ability to perform analytical and technical pay processing functions. Able to utilize authorized regulations and concepts in preparing and calculating multistate payroll in compliance with state law. Worked with HR department carrying out payroll processing and procedures. Works independently on defined assignment as well as performed effectively in a team environment.

EDUCATION

Fairleigh Dickinson University, Teaneck, NJ.
 Bachelor of Arts (BA)

COMPUTER SKILLS

Microsoft Word, Excel, Access, Outlook, PeopleSoft 8.9
 ADP Enterprise, ADP Pro-Business, ADP PCPW, Kronos 6.0

EXPERIENCE:**Lincoln Technical Institute, West Orange, NJ 2009 to Present**

- Analyzes, prepares and inputs payroll data for employees in multiple states
- Use automated systems, ADP Systems to produce accurate and timely payroll
- Ensures compliance with all applicable state and federal wage and hour laws
- Perform account reconciliations and general ledger support using MS Excel and Report Smith systems
- Maintains and processes payroll and scheduling employee time using the Kronos System
- Import the new hires, termination, leave of absent and return from leave files from Kronos to ADP Enterprise.
- Garnishments

Smiths Detection, Pine Brook, NJ***Payroll/HRIS Coordinator***

- Run multiple location payroll utilizing ADP/PCPW
- Input and maintain HR data for SAP system which interfaces with ADP
- Work with employees, site liaisons and managers to ensure time entry information is maintained and updated on a timely basis in SAP
- Establishes and maintains an effective, credible and customer oriented relationship with both management and employees answering HR and payroll related inquiries
- Makes alterations to existing queries to gather and report data as necessary
- Ensure the up-to-date accuracy of employee information with HR department and our HRIS/SAP/Payroll systems to include processing employee requests and information from external vendors
- Ensures the computing, withholding or deductions associated with net pay is done correctly

Booz & Company, Parsippany, NJ 2008 - 2009***Payroll Administrator***

- Perform all activities necessary to process the Booz Allen Hamilton monthly payroll
- Compute wage payments for new hires, terminations, leave without pay, short term disability, retro payments, overpayments, salary increases, payroll deductions, direct deposits, wire transfers, reversals, stop payments and taxation issues
- Researched and resolved payroll issues/inquiries, which require significant interaction with Human Resources Administration and the employees

Lehman Brothers, Jersey City, NJ 2007 - 2008***Payroll Analyst***

- Administer / facilitate all aspects of the US Payroll. Includes ensuring data accuracy of profile changes (New Hires, Terminations, Transfers, Salary changes, etc.) submitted by Human Resources as well as calculating all payroll related transactions associated with above
- Assist in the administration of Payroll Operations. Includes running PeopleSoft queries and analyzing pre & post confirmation jobs, performing data scrubs, mass data uploads, and detail reconciliations
- Monitor and review on-line timesheets via TAS upload for overtime and adjustment hours. Ensured proper calculation
- Analyzed and input Federal and State Form's W- 4 changes for standard and specialized tax withholdings
- Reconcile/balance detailed Payroll Controls by department and company. Includes research, analysis, and resolution of all out of balances or discrepancies
- Prepared gross-to-net checks and wire transfers ensuring accurate tax and benefit deductions
- Researched and resolved payroll issues/inquiries, which require significant interaction with Human Resources Administration, Commissions, Benefits, affiliates, etc.

Verizon Wireless/Verizon Services Operation, Warren, NJ 2002 - 2007

Payroll Administrator

- Prepared diversified calculations, posting and verification functions to determine accurate amount of wages, salaries and other payroll related disbursements
- Keep abreast of changes in rules and regulations by attending meetings, completing required courses and referencing websites or emails that update new and pending processes
- Performs varied clerical and analytical tasks involved in preparing multi-state payroll
- Prepares and processes payroll forms with responsibility for ensuring that all pertinent information has been included

JILLIAN PHILLIPS

Experience - continued

- Researched and responded to payroll inquiries by employees, government agencies and management
- Prepares correspondence and maintains records of confidential nature
- Consults with Human Resources Personnel and Management to exchange information and discuss problems relative to payroll rules and regulations
- Responsible for daily research and analysis of time keeping accuracy
- Direct point of contact for all employee payroll questions, problem and issues

Robert Half International, Inc., Woodbridge, NJ 2001 - 2002

Payroll Accountant

- Processing of multi-contract/multi-state companies, weekly, biweekly and monthly payroll

Staff Builders Health Care, N. Brunswick, NJ 1998 - 2001

Payroll Manager

- Reported directly to the CEO
- Responsible for research and resolution of any payroll and billing discrepancies regarding Medicaid and Medicare
- Directed the preparation of a weekly multi-differential pay rate, time and material payroll
- Developed budget request and provide planning and forecasting the use of human resources
- Supervised the timely preparation of client billing
- Co-ordinate training of personnel and all Management Information Systems (MIS) technical enhancements
- Managed personnel who performed payroll analysis and pro-actively appraised upper management status-wise