

# CHARITY WALKER

308 WIRE ROAD, HUNTSVILLE, TX 77320 · 936-661-8251

[charitywalker@shsu.edu](mailto:charitywalker@shsu.edu)

## EDUCATION

DEC 2004

**BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING,**

SAM HOUSTON STATE UNIVERSITY, Huntsville, TX

MAY 2007

**MASTER OF BUSINESS ADMINISTRATION, SPECIALIZATION IN ACCOUNTING,**

SAM HOUSTON STATE UNIVERSITY, Huntsville, TX

## EXPERIENCE

06/01/2018 - CURRENT

**DIRECTOR, PAYROLL & TAX SPECIALIZATION,** SAM HOUSTON STATE UNIVERSITY

- Direct supervision of university Payroll Office activities and staff
- Development and implementation of payroll specific policies/procedures
- Provide direction/leadership for system enhancements/upgrades/updates
- Oversee annual reporting to state and system offices
- Collaborate with campus leadership in shared service efforts
- Oversee production of quarterly/annual tax reports and associated employee, vendor and student forms (W-2, 1042s, 1095-C, 1099, 1098T)
- Serve as Member Rep for SHSU HR/ Payroll to the Texas Connection Consortium

11/16/2011-05/31/2018

**ASST DIR., PAYROLL & TAX SPECIALIZATION,** SAM HOUSTON STATE UNIVERSITY

- Audit/Approve adjustment form calculations and supporting documents; prior service adjustments, vacation payoffs
- Audit TRS/ERS reports
- System code creation/maintenance
- Garnishment administration
- TSUS implementation and ongoing support
- Payroll overpayment recovery
- Payroll clearing account & bank reconciliation
- Payroll Calendar Updates
- Audit Moving expense distribution & Quarterly/Annual tax documents
- Audit Payroll Produced Direct Pays
- Produce semi-monthly payrolls

09/01/2009 – 01/15/2011

**TAX SPECIALIST, SAM HOUSTON STATE UNIVERSITY**

Audit/Approve adjustment form calculations and supporting documents; prior service adjustments, vacation payoffs  
Audit TRS/ERS reports  
System code creation/maintenance  
Garnishment administration  
TSUS implementation and ongoing support  
Payroll overpayment recovery  
Payroll clearing account & bank reconciliation  
Payroll Calendar Updates  
Audit Moving expense distribution & Quarterly/Annual tax documents  
Audit Payroll Produced Direct Pays  
Produce semi-monthly payrolls

01/16/2008 – 08/31/2009

**ACCOUNTANT II, SAM HOUSTON STATE UNIVERSITY**

TRS/ERS Monthly report reconciliation  
ERS Teflex/Retiree monthly reconciliation  
Approve calculations for late timesheets, if any  
Data entry of Insurance; Prepare insurance adjustments for approval  
Monitor faculty pre-paid insurance, preparing adjustments for approval  
Produce semi-monthly payrolls  
Semi-monthly reports/deposits; taxes; child support payments; ACH send; Bankmobile files/wires

05/16/2006 – 01/15/2008

**PAYROLL CLERK, SAM HOUSTON STATE UNIVERSITY**

Prior Service audits w/preparation of adjustment forms for approval/Monitor new hires for prior service  
Audit MOS/Longevity/Hazardous Duty  
Type special checks, secure signatures, provide to Bursar for distribution  
Data entry of Name/SSN/Address/DOB changes  
Special event audits of time (termination, FMLA, SLP, Military, etc)  
Audit/Prepare time adjustments (DOC, LWOP, OT, EQ, etc) for approval  
Audit vacation cutback potentials and notify employees

01/16/2005 – 05/15/2006

**ACCOUNTANT/TAX PREPARER, THE LEGACY GROUP**

Prepared monthly bank reconciliations for clients  
Prepared quarterly tax documents for clients  
Prepared annual tax documents for clients (1099, W-2)  
Prepared individual annual tax returns (1040)  
Prepared Partnership and Corporation annual tax returns  
Prepared monthly, quarterly, and annual income statements and balance sheets  
Prepared monthly sales tax reports  
Prepared weekly and monthly payrolls for clients