

# **Analyst, Payroll Cover Letter**

900 Cummerata Parkways North Ahmad, MA 27340-7366

**Dear Sutton Willms,**

Please consider me for the analyst, payroll opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for quality assurance of LMS and/or SharePoint record reviews to improve the overall quality and effectiveness record keeping practices.

Please consider my experience and qualifications for this position:

- Create, extract, validate, and import batches to and from ADP Enterprise system including E-time
- Working knowledge of local, state and federal regulations to ensure employment tax compliance and proper withholding procedures in a multi-state payroll environment
- Ensure accurate and timely Payroll funding
- Speed and efficiency Strong communication and interpersonal skills
- Work independently or as a team Basic PC skills - Microsoft Office
- Intermediate knowledge of payroll processing, accounting and treasury functions
- Strong knowledge of Belgium, Luxembourg and Netherlands payroll legislation and related requirements
- Proficiency with SAP, ProTime

**I really appreciate you taking the time to review my application for the position of analyst, payroll.**

Sincerely,

Shae Treutel