

Payroll Accountant Cover Letter

94128 Marquardt FreewayDespinaside, IA 56290-4890

Dear Royal Bartoletti,

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

In my previous role, I was responsible for support as needed for the reconciliation of payroll and benefits general ledger accounts on a monthly basis.

My experience is an excellent fit for the list of requirements in this job:

- Bachelor's or Associates in accounting
- ADP Workforce is preferred
- Heavy balance sheet reconciliation experience
- Adaptable to handle multiple and diverse work assignments
- Consistently produces professional results within given deadlines
- Highly motivated and dedicated
- Large ERP general ledger closing experience
- Experience specific to payroll accounting with a general knowledge GAAP

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Greer Lehner