

Payroll Accountant Cover Letter

54763 Kutch BridgeLavadaville, IA 66681

Dear Tatum Collier,

I submit this application to express my sincere interest in the payroll accountant position.

Previously, I was responsible for corporate G/L with support needed to reconcile all payroll general ledger entries on an ongoing basis.

Please consider my qualifications and experience:

- Current or recent Payroll experience with multiple states and entities
- Seeking resourceful, patient, multi-tasker with an upbeat positive attitude, team player and individual contributor and honest work ethic to be part of an Accounting division of approximately 15+ people
- Self-starter, able to multi-task, great verbal and written communication
- Highly analytical with decision making capabilities
- Proficient in SAP (payroll) (intermediate level) preferred
- Microsoft Office Suite (beginner level)
- General ledger system (intermediate level)
- Payroll and/or benefits accounting experience

Thank you for considering me to become a member of your team.

Sincerely,

Charlie Von