

Payroll Accountant Cover Letter

42780 Gonzalo Ranch Celestineborough, LA 96139-8631

Dear Tatum Lemke,

In response to your job posting for payroll accountant, I am including this letter and my resume for your review.

In the previous role, I was responsible for support to the Payroll Tax Department with general ledger reports and account reconciliations.

Please consider my qualifications and experience:

- Knowledge of typical Payroll policies, procedures and systems all
- Knowledge and experience with SAP FI module
- Knowledge of SAP & strong competencies in Excel essential
- Willing to travel for training
- Coordinate and review the recording, processing, and the reconciliation of the retail store, distribution center, and customer care center payroll transactions in a timely manner consistent with established service levels
- Accurately ensure that all direct deposit requests and W4 changes are processed per the associate's request in a timely manner
- Work with the Human Resources group to timely process transactions related to newly hired associates and promptly address needs related to termination transactions
- Familiarity with ADP software

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

Sincerely,

Emerson Witting