

Payroll Administrator Cover Letter

2729 Merlyn Village West Palma, NM 18006-2221

Dear Oakley McKenzie,

I am excited to be applying for the position of payroll administrator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for payroll expertise and information on technical payroll matters, interpreting and providing guidance with respect to statutory, mandatory and voluntary payroll deductions and answers questions and requests pertaining to such.

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

- Preferred experience with multi-state payroll and payroll for a company with 1,000+ employees
- Assist with the processing of a weekly and bi-weekly payroll for 750 multi-State, Union and Non-Union employee's using ADP Workforce and significant amount of in-house preparation (prevailing wage rates)
- Manage all Deductions and Garnishments
- Inputting new hires leave times, terminations and pay adjustments in the system
- Prepare and submit payroll tax deposits
- Assist with prepare weekly customer invoicing
- Proficiency in Microsoft Office Suite, (MS Excel pivot tables and vLook-ups)
- In charge of payroll information through the collection, calculation, and entering of data

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

Sincerely,

River Spencer