

Payroll Administrator Cover Letter

808 Sol Underpass East Desi remouth, NE 82190-3883

Dear Shiloh Graham,

I would like to submit my application for the payroll administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for any other Payroll support to the Payroll department to ensure smooth delivery of deliverables to the business.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Reviews and approves all tax related filings, auditor requests and timekeeping exports and postings
- Maintains accuracy and integrity of payroll records
- Works with ADP to prepare and review quarterly and annual reconciliations to include W-2 forms, 1095 forms
- Prepares audit information for all annual audits, including Workers Compensation
- Documentation of processes and proven track record of improving efficiencies and streamlining processes
- Solid knowledge of wage and hour laws
- Knowledge of federal, state, and local payroll tax requirements
- Proficient in ADP PC Payroll for Windows and ADP Reportsmith

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

Sincerely,

Briar Simonis