

Payroll & Benefits Cover Letter

31062 Veum ManorPort Quentin, MA 37103

Dear Rowan Torphy,

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

Previously, I was responsible for corporate Payroll with any required special entries such as COBRA, STD variances, and bank discrepancies.

Please consider my qualifications and experience:

- Ensures SOX compliance of all payroll functions
- UltiPro Payroll Experience
- Excellent customer service and intrapersonal skills supporting both internal and external customers
- Strong analytical skills and a thorough knowledge of benefit plan designs
- Payroll and garnishment experience
- Knowledge of FMLA tracking
- Discretion – able to deal with sensitive and confidential information
- A good level of computer literacy, which should include experience of using a computerised payroll system and intermediate level Microsoft Outlook, Word and Excel packages

Thank you for taking your time to review my application.

Sincerely,

Campbell Leffler