

Payroll & Benefits Cover Letter

3800 Fritz SpurSteuberfurt, DE 35760-3555

Dear Landry Williamson,

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

In the previous role, I was responsible for ideas, solutions, and tools to increase the effectiveness and efficiency of payroll tax and finance processes supporting a lean process approach.

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:

- Thorough knowledge of ADP payroll system, Report Smith, Accpac, Excel, Word, and PeopleSoft
- Knowledge of rules and regulations related to personnel/payroll processing
- Knowledge of bargaining unit contracts as they pertain to various types of leaves and employee benefits affecting payroll
- Provide analytical and technical support to the administration of company benefit programs
- Reviews and reports on payroll numbers related to field labor costs develop risk assessment from specific payroll data and shares findings with Director, VP and above
- Assisting with the background support to ensure compliance and recommend types of communication for benefit plan changes implemented as the result of regulations
- Experience working with UltiPro preferred
- Experience working in a managerial capacity in necessary

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

Sincerely,