

Payroll Clerk Cover Letter

7654 Mervin LoopLake Jc, IL 18713-7955

Dear Peyton Orn,

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

In the previous role, I was responsible for counsel, interpretation, and application of practices, procedures, and use of the payroll systems.

Please consider my qualifications and experience:

- Or that is willing to also learn AR, AP, GL is preferred
- Previous experience in a financial or payroll capacity is essential to be a success in this role
- To perform this job successfully, an individual should have knowledge of Human Resource systems
- Previous experience with Payroll, Time and Attendance
- Star Builders or Construction based software
- Microsoft Office Suite-intermediate to advanced Excel experience
- Able to work independently on assigned tasks to accept direction on given assignments
- Maintains attention to detail while completing multiple or repetitive tasks

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

Sincerely,

Campbell Schimmel