

Payroll Clerk Cover Letter

37667 Darrick GlenWanetaberg, HI 75375-7059

Dear Landry Kertzmann,

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

Previously, I was responsible for information, assistance and/or training to employees, staff and the Institute community regarding payroll functions; provides technical and procedural assistance to staff and; trains appropriate staff on payroll policies and procedures; answers employee and staff questions during payroll editing and check processing.

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

- Resolve invoicing questions or problems promptly
- Generate client reports, as needed
- Act as Point of Contact between corporate payroll department and local office to resolve any payroll discrepancies
- Experience with Microsoft Dynamics, CRM, some form of similar ERP
- Familiarity with Kronos, Nova time, PeopleSoft time tracking systems
- A stable work history and successful track record of payroll performance in a large corporate environment is essential
- Perfectly Bilingual – English / Spanish
- Strong analytical skills and basic knowledge of accounting practices

Thank you for your time and consideration.

Sincerely,

Cameron Daugherty