

Payroll Clerk Cover Letter

801 Bernier WallLake Refugioberg, OH 08485

Dear Onyx Stark,

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 guidance and mentoring to the payroll staff and university community on appropriate operating processes and procedures.

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:

- Applying company pay policies and procedures
- Maintaining employee records relating to master file, deductions, garnishments and verifications
- Preparing manual, bonus and termination checks
- Able to process payroll in a complex, multiple state frequency environment
- Competitive rates and comprehensive benefits package
- Multi-state payroll 100-500 employees and over 500 employees
- Strong analytical and problem solving skills, organizational skills
- Thunder Payroll

Thank you for taking your time to review my application.

Sincerely,

Tatum Grant