

# Payroll Clerk Cover Letter

603 Dan PortsRodolfoside, SD 08241-0353

**Dear Blake Pacocha,**

I am excited to be applying for the position of payroll clerk. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for recommendations on changes to policy, procedures, or rules that influence the administration of payroll, and communicates recommendations and business decisions to the Payroll Supervisor as appropriate.

Please consider my qualifications and experience:

- MAS90 or Sage 100 experience is a bonus
- MS Office, specifically Outlook, Excel, and Word
- Knowledge of payroll functions
- Proficient on Microsoft Word, Excel and computer processing
- Organizational skills to maintain payroll and general accounting document files and large volume of records
- Knowledge of a time and attendance system
- Maintain the timekeeping system regularly
- Submit a clean and error free payroll every week

**Thank you for your time and consideration.**

Sincerely,

Story Walker