

Payroll Representative Cover Letter

87074 Bartoletti RidgeNew Walterhaven, OH 21579

Dear Alexis Collins,

I would like to submit my application for the payroll representative opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for payroll reports to HR Director including but not limited to overtime, employee deductions, wage garnishments, benefit eligibility and classification/data changes.

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:

- Technical knowledge of internet use
- BS/BA preferred, CPP certification preferred
- Thorough knowledge of Ultimate Software, Kronos, Microsoft Excel and Microsoft Access
- Payroll, tax, and/or banking experience
- Knowledge of Human Resources principles and procedures in such areas as Employee/Labour Relations, Compensation and Benefits, and Legal and Corporate Compliance
- Skill in utilizing Human Resources tools such as SAP and HR Vision to view and extract data
- Some College Work
- Experience with Kronos Timekeeping preferred

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

Sincerely,

Frankie Welch