

Payroll Representative Cover Letter

25161 Morar Mills South Krysten, SC 39243-1083

Dear Rory Fritsch,

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

In my previous role, I was responsible for subject matter expertise on ex-pats, including working with EY to ensure proper withholding of Hypo, federal, state, local taxes.

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:

- Experience working individually and cooperatively as a member of a team
- Experience managing conflicting priorities while meeting deadlines
- Aptitude towards technology and applications
- Corrects any errors and notifies the appropriate person of the change
- Ensures and assists all staff members to understand policies which pertain to payroll questions
- Verifies all batch totals from reports
- Process, seal, distribute, checks
- Send ACH & direct deposit files to Federal Reserve before 12 noon on Wednesday of pay week

Thank you for taking your time to review my application.

Sincerely,

Parker Bergnaum