

Payroll Representative Cover Letter

5378 Volkman Square South Margyland, FL 05404

Dear Royal Kovacek,

Please consider me for the payroll representative opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for oversight for Payroll function including vendors, internal department and other aligned resources – ensuring compliance and best practice in all areas of payroll including wage payments, tax filing, garnishments, overpayments and reconciliation, international payroll, etc.

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

- Experience with the payroll tax filing service bureau
- Ultimate Software product knowledge preferred
- Excellent oral and written English communication skills to communicate with all levels of internal and external contacts
- Thorough knowledge of Ultimate Software, Microsoft Excel and Microsoft Access
- Professional in Human Resources (PHR / SHRM-CP) certification (preferred)
- Experience with ADP and/or Oracle software preferred
- Screens incoming telephone calls to determine customer needs and directs complex payroll issues to appropriate payroll or Accounts Payable staff in a professional and timely manner
- Previous payroll experience strongly preferred

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Blake Glover