

Account Receivable Cover Letter

281 Jonathan RanchLake Danette, WY 24863-9180

Dear Parker Hirthe,

In response to your job posting for account receivable, I am including this letter and my resume for your review.

Previously, I was responsible for updates and changes on an ongoing basis to the Accounting Manager or VP of Accounting.

Please consider my qualifications and experience:

- Excellent knowledge of Excel software
- Understanding of SAP (an asset)
- Fluent English and Italian and any further languages (French or Spanish preferred)
- Knowledge of Spanish would be an asset
- Significant and in-depth knowledge of accounting principles, business math and bookkeeping for budget planning and analysis, and in reconciling discrepancies
- In-depth knowledge of federal/state regulations governing the administration of accounts receivable and AR Management processes
- Demonstrated broad technical knowledge and proficiency in Microsoft Suite products to prepare business correspondence, reports and spreadsheets
- Demonstrated experience in analyzing and interpreting data to produce complex financial reports

Thank you for taking your time to review my application.

Sincerely,

Hayden Stanton