

Account Receivable Cover Letter

86387 Deon FieldNorth Erasmoview, NJ 38076

Dear Shae Runolfsson,

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 support to the Internal Accounting team for billing, debt collection and WIP as required.

Please consider my experience and qualifications for this position:

- Fluent English (written and spoken), Czech language on a native speaker level
- Advanced PC skills (MS Office), SAP an advantage
- Detail oriented, analyzing and problem solving skills
- Demonstrated experience in customer service, delinquency collection processes and strategies
- Proven knowledge of accounting principles, business math and bookkeeping for budget planning and analysis, and in reconciling discrepancies
- Proficiency in the use of spreadsheet and database software
- Able to work in fast-paced and high transaction volume environment
- Mature, meticulous and team player with good written and verbal communication skills

Thank you for your time and consideration.

Sincerely,

Lennon Zemplak