

Accounting Associate Cover Letter

93165 Tiffany Circles North Nikiaside, RI 11250

Dear Marion Waters,

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

Previously, I was responsible for management with financial analysis, job cost reporting, and project support through for Filling & Sealing North America.

Please consider my qualifications and experience:

- Complete documentation of meeting minutes and walkthroughs
- Develop testing templates and execute test procedures
- Prepare workpapers as directed by Manager
- Awareness and knowledge of Federal Government's financial and management responsibilities highly desirable
- Monitor and report on selected Bank expenses to identify spending trends, budget variances and adherence to the policies and guidelines
- Ensure standardized compliance with state sales and use tax regulations including more complex use tax rules concerning hardware and software purchases
- Performs work independently within scope of established guidelines and practices
- Support regulatory compliance objectives and recommend changes to support prescribed requirements

Thank you for taking your time to review my application.

Sincerely,

Jordan Cronin