

Accounting Coordinator Cover Letter

62748 Casper Crossing North Cornelius, OK 96764-5600

Dear Tatum Hoppe,

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

Previously, I was responsible for accounting services and serve as the subject matter expert in accounting for Benefits entries, including group insurance and bonus accruals.

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

- Collaborates with the other department managers to support overall company's goals and objectives
- Process entries in Priority Software (ERP System)
- Ensure the accurate and timely processing of state & city sales tax reporting
- Verifies all vendor's financial data is collected and enters information in the financial parameters section of the accounting database
- Process vendor's request for sales tax certificates for various states
- Maintain relationship with vendors to reduce unnecessary past due balances
- Maintain relationship with customers to reduce unnecessary past due balances
- Bachelor in Business with an emphasis in Accounting or a Bachelor in Accounting from an accredited college or university

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

Sincerely,

Drew Zulauf