

Accounting Coordinator Cover Letter

6669 Darryl Hills North Gene, IL 01158-3096

Dear Onyx Kuhlman,

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

In the previous role, I was responsible for general bookkeeping, verifying the accuracy of accounting records Accounts Receivable, Accounts Payable, and Bank Reconciliations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Working knowledge of budgetary process
- Detailed understanding of accounting principles
- Advanced computer skills (including MS Word, Excel)
- Past experience / basic knowledge of GAAP & SOX compliance
- Working towards accounting designation is an asset
- Knowledge of JD Edwards or other similar financial packages
- Solid understanding of basic bookkeeping and accounting principles
- Proficiency with MS Office Excel spreadsheets and proprietary software

Thank you for taking your time to review my application.

Sincerely,

Corey Goodwin