

Accounting Coordinator Cover Letter

8466 Louis GreensToyport, ME 64760-9248

Dear Bellamy Kuphal,

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

In my previous role, I was responsible for valuable analysis and guidance of process and accounting treatment to various cross-functional teams, including supply chain, finance operations and project teams.

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

- Proficiency in Microsoft Excel, Word and PeopleSoft
- Understanding of basic corporate finance, accounting, and reporting principles
- Multi-task oriented, able to work under pressure, and possess excellent organizational skills
- Possess good time-management skills, and able to effectively work under tight deadlines
- Flexibility to collaborate and assist multiple sites to meet end goals
- Articulate and solid communicator
- Highly organized, extremely detail-oriented, and able to multitask and prioritize
- Professional certification Certified Public Accountant (CPA)

Thank you for your time and consideration.

Sincerely,

Stevie Pacocha