

# Accounts Analyst Cover Letter

678 Ethan LandingPort Matthew, ME 24868

**Dear Shiloh Kerluke,**

I submit this application to express my sincere interest in the accounts analyst position.

In the previous role, I was responsible for input relating to forecasting as it relates to collections, providing operational guidance to MSP for goal attainment, and feedback to MSP and TCCC retained organization management relating to ongoing accounts receivable status.

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

- Some college and/or banking experience preferred
- Accounts Payable knowledge in all areas, including expense invoices, Purchase Order invoices, freight and T&E
- Experience with payment run process for checks, EFT payments and wires in a large ERP
- Intermediate proficiency with on Microsoft Office Suite
- Familiarity with using online sites for Banks, Credit Cards or any related sites
- Workflow experience in automated systems such as SharePoint
- Familiar with accounting terms and processes, such as journal entries, refund check
- Requests, W-9's and 1099's

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

Sincerely,

Emery Purdy