

Accounts Clerk Cover Letter

3025 Kris MountainReichelside, UT 32141

Dear Jordan Lueilwitz,

I am excited to be applying for the position of accounts clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for operational expertise to cross-functional teams and projects and assists with process improvement and standardization across all portfolios.

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

- Scan, code, and route documents in NorthShore's imaging system
- Help manage NorthShore's check printing process
- Assist with reviewing end-user submitted electronic employee reimbursement requests
- Provide end-user support via incoming phone calls and emails
- Work with other departments to perform system maintenance
- Experience with Lawson, ImageNow or equivalent ERP system preferred
- Data entry and computer skills, such as MS Office applications
- Prefer previous accounting background including a knowledge of credits and debits, journal entries

Thank you for considering me to become a member of your team.

Sincerely,

Shiloh Lebsack