

Accounts Manager Cover Letter

1135 Bernie Island New Rexland, AL 97523

Dear Finley Thiel,

Please consider me for the accounts manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for direct managerial oversight to the staff in the Coding Quality Department in the management of coding and data quality and education work processes, to include coding quality reviews that include but not limited to pre and post billing coding reviews.

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:

- Willingness to travel extensively and to work with OEMs
- Relevant experience in accounts payable role for a public company preferred
- Ensures accurate and timely processing and payment of invoices and expense reports by AP staff
- Review and posting of payment journals by conducting quality assurance reviews of invoices and employee expense reports for authorizations and coding compliance prior to posting
- Ensure proper and effective internal controls are in place for all AP functions with continuous monitoring
- Periodic review of existing processes and facilitate change as needed according to business requirements
- Payment of corporate credit cards (AMEX and VISA)
- Prepare and submit credit cards to employees for completion

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

Sincerely,

Campbell Kassulke