

Accounts Manager Cover Letter

1632 Mohammed PortFayberg, TN 92899

Dear Tatum Krajcik,

In response to your job posting for accounts manager, I am including this letter and my resume for your review.

Previously, I was responsible for orientation presentations to students/parents regarding student billing and collection processes, as well as responding to inquiries or complaints about the related processes.

Please consider my qualifications and experience:

- Previous field experience and/or previous supervisory experience within the company and/or was a fully contributing member on significant projects and/or teams
- Post Graduate / Graduate preferably in science with Key Account Management experience
- Own the 1099 process
- Perform and supervise month-end closing processes within AP, ensuring tasks are completed timely in compliance with corporate policies
- Be an active liaison between Accounts Payable, Procurement, and Receiving to resolve invoice discrepancies timely and guides continuous improvement in the Procure to Pay procedures
- Train, develop, evaluate, and manage employees
- High volume accounts payable experience, including P.O
- Understanding of accounting accruals, debits and credits

Thank you for your time and consideration.

Sincerely,

Gray Berge