

Accounting Staff Cover Letter

621 Flatley Summit Duncanton, NH 11452-9247

Dear Cameron Kassulke,

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

In the previous role, I was responsible for supervision of the Company's accounting operations, including cash account management, payroll, accounts payable, general accounting, and general accounting functions.

Please consider my qualifications and experience:

- Proficiency in Microsoft Office with Access database experience preferred
- Experience with NetSuite, QuickBooks, Bill.com preferred
- Attention to detail with regard to keeping current, accurate and complete client files
- Commitment to accuracy when entering client transaction information
- Client-centric approach to all matters
- Positive feedback from clients, client vendors and internal staff
- Excellent computer skills including MS Word, Excel, PowerPoint, Outlook and an aptitude to learn new software and technologies
- Major in BS Accountancy/Finance

I really appreciate you taking the time to review my application for the position of accounting staff.

Sincerely,

Denver Batz