

Accounting Staff Cover Letter

17406 Nicolas MountainTrantowfurt, HI 57208-9918

Dear Skyler Kirlin,

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

Previously, I was responsible for technical accounting support to business units in connection with the implementation of various changes in accounting policies, procedures and adoptions of new accounting standards; monitor and analyze proposed accounting rule changes; provide input into comment and preclearance letters to regulatory agencies about those proposals; assist in the implementation of new requirements.

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

- Experience with the month end accounting close process
- From reputable university with minimum GPA 3,00
- Proficiency with Excel and other office software products, Lawson or other automated accounting software experience preferred
- Willing to work for 6 months temporary period (replacing employee who take maternity leave)
- Have good knowledge about Indonesia Accounting Principle (PSAK) and Indonesia Tax Regulation
- Able to communicate in English & Bahasa (Written and Spoken)
- Microsoft word processing, database & spreadsheet programs is essential
- Assist with the compilation of all critical inputs and processes ensuring that all information provided by the entity has adequately designed source data, parameters and report logic controls and that those controls are effectively operating

Thank you for your time and consideration.

Sincerely,