

Accounting Team Lead Cover Letter

73518 Ray Road East Chloeville, CA 37341-2834

Dear Haven Kunze,

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

Previously, I was responsible for technical guidance on accounting issues and the application of accounting principles and regulatory pronouncements.

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

- Strong knowledge of US GAAP, internal controls, sales tax & financial reporting
- USGAAP and BRGAAP acumen
- Expert in managing priorities and flexible to changes
- Delegate and manage responsibilities for the Accounting Services team to ensure coverage of departmental duties – invoice processing, vendor maintenance, electronic imaging, interfaces with procurement systems, and customer payment application
- Ensure proper internal control guidelines are followed for each of the department's practices
- Resolve procure to pay process issues affecting accounts payables by working with upstream departments to refine procedures and address inefficiencies
- Oversee month-end close procedures, including reconciliations, accruals, and departmental reporting, including the reporting needs of upstream and downstream functions
- Design and provide training to department's team members for all processes

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

Sincerely,

Reese Howe