

Accounts Supervisor Cover Letter

77637 Cyril PassagePort Elmira, MS 84153

Dear Campbell Jast,

I am excited to be applying for the position of accounts supervisor. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for the appropriate training to accounting staff to ensure the accounting functions are operating accurately and efficiently.

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:

- BS in Business Administration, Accounting, Finance, or related field is preferred
- ARM certification (Accredited Receivable Manager)
- Organize and prioritize team workload, ensure development plans are prepared
- Monitor, manage, confirm, and report Key Performance Indicators (KPIs)
- Supervise the day-to-day activities of the team
- Supervise the accuracy, quality and efficiency of the work produced by the team members
- To ensure invoices are paid correctly and on time
- In conjunction with the PtP Manager, identify and initiate process improvements for the team's daily work

I really appreciate you taking the time to review my application for the position of accounts supervisor.

Sincerely,

Sam Hammes