

# Accounts Supervisor Cover Letter

74652 Parker Run Wiegandton, DE 20831-0369

**Dear Casey Gorczany,**

Please consider me for the accounts supervisor opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for accounting oversight to businesses and departments within the Company and ensures proper controls are in place for accurate financial reporting.

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

- Excellent PC skills, including Microsoft Office suite with an emphasis on solid MS Excel skills
- Proficient understanding of internal controls related to Accounts Payable Operations
- Exposure to General Ledger Accounting with a working understanding of internal controls
- Experience in making informed decisions or equipping executive leadership to make informed decisions by using data analytics, summarized reports, business cases, and presentations
- Finance supervisory experience in a higher education setting
- Broad knowledge of Accounting processes, systems and best practices
- Proficient with Microsoft Office Suite and MPathways/PeopleSoft (or similar Enterprise Resource Planning (ERP) system)
- Proficiency with reporting tools (e.g., Business Objects)

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Spencer Carroll