

Accounts Supervisor Cover Letter

131 Regenia StreamEast Trula, UT 96898-2366

Dear Tyler Runte,

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.

In my previous role, I was responsible for guidance on the research of exception payments and possible escalations within the company and within the Customer.

Please consider my experience and qualifications for this position:

- Intermediate or advanced knowledge of MS Excel and Windows-based software (PowerPoint, Access, Word)
- Trouble shoot payment issues for both non-commodity and commodity
- Be a subject matter resource for BPOpen, our workflow tool
- Prepare holiday payment schedules, considering employee & bank holidays
- Prepare annual non-critical non-commodity check schedule by month
- Approve vendor requests (new / changes) as Finance Approver in MDG
- Submit security requests for offshore 3rd party BPO provider access (new / terminations)
- Provide training, as necessary to our offshore 3rd party BPO Provider

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

Sincerely,

Skyler Hahn