

Associate, Finance Cover Letter

18497 Nitzsche Cove Gleichnerfort, MT 36033

Dear Spencer Kessler,

I would like to submit my application for the associate, finance opening. Please accept this letter and the attached resume.

Previously, I was responsible for guidance and assistance to financial managers/staff on accounts payable processes to ensure timely and efficient processing of accounts payable transactions.

Please consider my experience and qualifications for this position:

- Build and maintain excellent and close relationships with budget holders, department heads, and budget champions, ensuring that they have the necessary skills and maintain the appropriate focus on good budget management
- In collaboration with the Shared Service Center (SSC) ensure complete and accurate accounting, VAT, tax reporting, or their statutory/sector requirements
- Prepare for submission and approval external Finance reporting including statutory, industry and tax requirements as appropriate
- Significant working experience in Finance & Administration in a multinational environment
- High level user of business reporting tools, (eg Hyperion, Essbase, OBIEE) with a natural curiosity to develop relevant management information tools
- Managing the accounts payable process to ensure that company policies are adhered to and that invoices are paid correctly and on time and to identifying opportunities to improve the accounts payable process
- Monitoring and resolving blocked, delayed, or on hold payments, and working with the business to ensure that the frequency of on-hold payments is kept to a minimum
- Dealing with Invoice and Payment queries from external suppliers, and working with external suppliers to remove bottlenecks or inefficiencies in the

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

Sincerely,

Bellamy Johns