

Associate, Finance Cover Letter

15481 Mosciski GlenCasperville, MD 24932-1968

Dear Dallas Dickens,

I submit this application to express my sincere interest in the associate, finance position.

In the previous role, I was responsible for an independent oversight of commercial activities, policy and process in support of customer bids to drive financial viability and compliance to financial and business objectives while supporting business growth.

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

- Knowledge of general AP concepts, practices, and procedures
- Construction accounting or finance is highly preferred
- Proficiency in Excel, Word, JD Edwards, Proliance
- Daily bank reconciliations, maintain payment list & process payments (vendors, staff expense claims, etc)
- Ensuring proper supporting documentation and approvals obtained for payment processing
- Work closely with Shared Service Centre Finance in KL, Malaysia
- Ad-hoc accounting duties
- Knowledge of SAP / Concur is an added advantage

Thank you for taking your time to review my application.

Sincerely,

Casey Brakus