

# Auditor, Lead Cover Letter

9947 Schmidt Throughway Hoegerstad, VA 88965-5499

**Dear Stevie Keeling,**

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

Previously, I was responsible for leadership in ensuring that business processes and use of data that cross systems are seamlessly integrated and consistent.

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:

- Team player showing individual initiative, responsibility and integrity
- Broad knowledge of generally accepted auditing practices, Sarbanes Oxley Section 404, and IT compliance standards
- Specific knowledge of audit requirements and general knowledge of the regulatory requirements related to Sarbanes-Oxley
- Past Big 4 audit experience preferred
- Knowledge of school district operations and finance preferred
- Incumbent should have a working knowledge of personal computers and their software especially Microsoft Office
- Knowledge of System tools such as Concert, TEAM, Aggresso, AR Web, PARTNER, Analytics, P & L, Pricing Policies, MIP
- Knowledge of the assigned accreditations to DNV, Understand the Audit process

**Thank you for considering me to become a member of your team.**

Sincerely,

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