

# Budget Coordinator Cover Letter

28997 Beahan GroveMedhurstfort, ND 74742

**Dear Avery Batz,**

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

In my previous role, I was responsible for advice and guidance, including training, to staff on budgetary and financial policies and procedures, including results-based budgeting.

Please consider my qualifications and experience:

- Experience with computerized financial accounting software
- Knowledge of statistics, AICPA and NACUBO guidelines, applicable state/federal legislation
- Industry experience with a full understanding of job cost accounting for advertising
- Interest in a career in accounting/finance with some previous experience
- Good, professional level communication skills, both written and verbal
- Capable of providing analytical oversight of client accounting activity, and able to identify and resolve issues and problems
- Understands client reporting requirements and ensures compliance with contracts and reporting deadlines
- Self-starting and energetic

**Thank you for your time and consideration.**

Sincerely,

Story Hartmann