

# Budget Coordinator Cover Letter

7142 Rick NeckNorth Tisaborough, IL 07242-5744

**Dear Avery Koepp,**

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

In my previous role, I was responsible for accurate and timely approval of budget adjustment and transfer requests, ensuring funding availability, consistency with applicable state statutes and University policies and procedures.

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:

- Works effectively on tasks and projects requiring strong attention to detail
- Establish and meet billing schedules
- Supply all appropriate approvals to create invoices
- Approve draft invoices
- Provide analyses of travel expenses to ensure compliance with client policies
- Prepare sales tax adjustment worksheets
- Receive the billing from shared services and deliver it to the clients
- Proficient with Financial Databases, SAP preferred

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Max O'Connell