

Budget Coordinator Cover Letter

5975 Rogahn Gateway Lake Marilyn, NC 51809

Dear Dallas Koepp,

In response to your job posting for budget coordinator, I am including this letter and my resume for your review.

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

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

- Knowledge of program planning, implementation and analysis
- Knowledge of contract management policies and procedures, federal and state laws, their requirements and limitations
- Skill in working with large integrated financial systems and client-server technology
- Skill in effective interaction with staff at all levels of the department and other agencies
- Skill in budgeting and analysis of expenditure data
- Skill in making sound judgment decision making
- Skill in communicating, interpreting, planning, and coordinating policies and procedures
- Skill in problem solving /troubleshooting and researching information

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

Sincerely,

Ari Beier