

Business Office Cover Letter

76773 Aimee IslandsMorrischester, WI 74395-6673

Dear Avery Zulauf,

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

In my previous role, I was responsible for support to the Corporate Accounting payroll function regarding issues that arise from the Workday Payroll software configuration.

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

- Advanced skills and experience in accounting principles and practices as they relate to recording and reporting financial transactions in a higher educational environment
- Excellent organizational and group problem solving skills and knowledge of US GAAP and higher education rules and regulations
- Complex problem solving and conflict resolution
- Able to prioritize and multi-task various duties and project to ensure timely completion
- Background at a campus/department with MUNIS software or equivalent financial software knowledge preferred
- Healthcare experience in ambulatory practice
- Experience in liaison role for providers and staff
- Patient third party billing and referrals experience on an automated patient accounts system

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

Sincerely,

Emerson Blanda