

Finance & Accounting Cover Letter

956 Eli Ways East Mechelleville, IL 88534-9726

Dear Dallas Dietrich,

I submit this application to express my sincere interest in the finance & accounting position.

Previously, I was responsible for guidance to departmental and center leadership on setting up systems to manage internal operations, ensuring compliance with all UM and State of Florida laws and regulations.

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

- If an Accounting student, completion of the Intermediate I and II classes
- Active involvement in Finance or Accounting club, student group, or business fraternity/sorority
- Banking and/or insurance experience preferred
- Support Accounts Payable function mainly in invoice processing for PO and non-PO invoices using SAP F1 module
- For PO invoices, check that there is 3-way match of the price and quantity received against the PO before invoice receipt is done
- Follow up with vendors and end users on invoices discrepancy
- Ensure compliance to local GST and withholding tax in all invoice verification
- Support in the archival of the documents for the invoices posted

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

Sincerely,

Jordan Stehr