

# Finance Admin Cover Letter

3360 Schamberger Rue East Lessiehaven, CT 59750

**Dear Dylan McCullough,**

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

Previously, I was responsible for support to the Operations Finance team in CoE across various tasks related to general accounting, financial analysis, reporting and forecasting.

Please consider my qualifications and experience:

- Work well both independently and as part of a team in fact-paced environment and against established deadlines
- Strong working knowledge of plant and branch operations and related systems, including DMS
- End to end P2P process experience
- Working knowledge of InfoPath, Nintex Workflow and SharePoint Designer
- Exposure to SharePoint List, Lib, Out of Box Features, Workflow, SharePoint Security
- Knowledge of research accounting processes, procedures and financial controls, including revenue cycle management – charge capture, coding, payor compliance
- Thorough understanding of general ledger systems including the interfaces between the general ledger and subsystems
- Accustomed to a fast-paced environment with an emphasis on continuous improvement and willingness to support multiple customers

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

Sincerely,

Campbell Ondricka