

Finance Admin Cover Letter

16921 William ExtensionsKutchview, SC 37939-6802

Dear Corey Howe,

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

Previously, I was responsible for financial analysis, accounting, and reporting support for special projects requested by senior leaders.

Please consider my qualifications and experience:

- Experience supporting the development of grant proposals, monitoring grant budgets, and executing financial transactions funded by grants
- Demonstrated success working with diverse populations of students
- Proficient in Microsoft Office (Excel Power user preferred)
- Provide project management support for all post-award activity on research grants, contracts and subcontracts
- Subject matter expert in providing assistance to researchers in interpreting award terms and conditions and maintaining best financial practices to assure compliance with policies and procedures, sponsor requirements, and the relevant laws and regulations
- Assist with post-award training and educational outreach initiatives to researchers and departmental staff
- Skill in the principles of risk management, assessment and statistical sampling techniques as it relates to an internal control and financial reporting framework
- Skill in establishing and maintaining effective working relationships with individuals in the organization, state and federal government agencies various internal and external auditors

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

Sincerely,