

Inventory Accounting Cover Letter

90089 Lemke CenterCarrollmouth, NC 20796-2135

Dear Spencer Zemlak,

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

In my previous role, I was responsible for leadership for Software secondary control and remediation activities within the Delivery centers and support reporting structure for all Software alerts.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Produce reports for Logistics, Store Operations, and Asset Protection teams, other departments within the Store Support Center
- Approve journal entries and account reconciliations on a period basis according to established schedule
- Work with IT to provide requirements and testing support for projects impacting inventory tracking
- Provide guidance to business partners including Merchandising, Supply Chain and Store Operations regarding projects impacting inventory to avoid any negative accounting implications
- To conduct divisional inventory accounting functions accurately and in accordance with company guidelines and ensures the general ledger accurately reflects the value of inventory on hand
- Proficiency in MS Office products including Word, Excel, Outlook
- Proficiency with basic arithmetic and 10 key date entry
- Demonstrated proficiency using Excel, Access, Smart View, and Essbase to develop rapid and creative solutions

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

Sincerely,

