

Operational Accounting Cover Letter

916 Terry Square East Krystle, IL 35536

Dear Charlie Langworth,

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

In the previous role, I was responsible for information and assistance to management, employees, regulatory agencies, auditors, and others relative to classification and/or accounting treatment of taxes, revenues, earnings, expenses, policies, and procedures.

Please consider my qualifications and experience:

- Advanced knowledge of systems and automation tools (including Excel and Access)
- Management of information, forecasting & planning and review
- Ensure management know their targets, provide statistical ratios
- Manage Stock in order to ensure that we have good stock control, understand the stock value, ensure stock counts are performed, documentation for stock is correct (this fits in with the job costing duties above – understanding what the cost of large jobs is and ensuring we control those costs through good stock management)
- Provide leadership and development of team to motivate the team to continuous improvement and excellent results
- Demonstrated experience in hastening resolution, assessing course of action, and implementing or taking action based upon findings
- Proficiency with Microsoft Office applications including Excel, Word, Outlook, and Powerpoint
- Knowledge of the Oracle financial system, preferred

I really appreciate you taking the time to review my application for the position of operational accounting.

Sincerely,

