

# Operational Accounting Cover Letter

6871 Andrea TrackNew Clement, CO 85782-4670

**Dear Alexis Wisoky,**

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

Previously, I was responsible for guidance in short and long-term planning, setting goals and strategies, development of departmental policies and procedures, regulatory interpretations and interface, and ongoing evaluation of operational effectiveness.

Please consider my qualifications and experience:

- Experience in Investment Banking Fund Accounting role
- Proven leadership skills - experience of managing large teams
- Excellent understanding of journal entry processing, balance sheet and income statement concepts
- Basic understanding of financial statement concepts
- Knowledge of the Microsoft suite (Excel, Word, etc)
- Provide to provide support and guidance to the junior members of the team and be clearly identified as a subject matter expert
- Be directly involved in certain elements of the day to day running of the team and/or oversight of specific team tasks
- Oversight of deliverables within the team

**Thank you for your time and consideration.**

Sincerely,

Stevie Klein