

Project Accounting Cover Letter

9433 Fritsch Cove
Laneton, WV 23860

Dear Ryan Dibbert,

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

In the previous role, I was responsible for support for client and annual Black and Veatch audit activities.

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:

- Organizational, multi-tasking, prioritization, and scheduling skills along with a sense of urgency
- Experience in team leadership roles including facilitation, motivation, negotiation, and team-building
- Experience in an office or administrative setting
- Completion of a professional accounting designation or working towards a designation (CPA)
- Possess solid US GAAP Accounting knowledge
- Strong SAP knowledge (SAP-FI, PS, AA, BW)
- Supervises the administrative personnel and provides office services support
- Monitors the status of employee receivables and reviews these with employees and management as necessary

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

Sincerely,

Hayden Abernathy