

Supervisor, Accounts Receivable Cover Letter

7524 Yasmin Groves South Suanne, IN 59296-0622

Dear Onyx Donnelly,

I am excited to be applying for the position of supervisor, accounts receivable. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for training and support to departments and field offices on issues related to accounts payable, travel expense reimbursement, and accounts receivable.

Please consider my qualifications and experience:

- Monitor any bad debt or account adjustments to ensure accuracy and within AR guidelines
- Recruiting, maintaining, and training staff necessary to achieve key metrics
- Ensure we are providing excellent customer service
- Intermediate knowledge of Excel, including experience using vLookups and pivot tables
- Comfortable learning new technology and accounting systems
- Experience with an ERP platform is highly desirable
- To perform this job successfully, an individual should have knowledge of MAS 500 or similar Accounting software
- Prior experience managing an accounts receivable team in a call center environment preferred

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

Sincerely,

Emerson Tremblay