

Supervisor, Accounts Receivable Cover Letter

90540 Phylis CentersYostshire, PA 36561-2252

Dear Story Hettinger,

In response to your job posting for supervisor, accounts receivable, I am including this letter and my resume for your review.

In the previous role, I was responsible for support and guidance for team associates concerning billing adjustments, overcharge claims, and refund requests to ensure quality output, accurate calculations, and compliance with company policies and practices.

Please consider my qualifications and experience:

- Friendly, service oriented personality
- Credit profile maintenance
- Standard and special billing
- Lockbox maintenance
- Blended call center environments
- Dispute recognition, follow up and resolution
- Knowledge of SaaS, NetSuite, or ERP Software
- Knowledge of GAAP and regulations

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

Sincerely,

Robin Koch