

Travel Accountant Cover Letter

341 Waelchi Ranch South Rasheedaville, KS 73806

Dear Emery Green,

I would like to submit my application for the travel accountant opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for monthly and quarterly accounting close support, key accounting tasks, preparation and support of manual journal entries.

Please consider my experience and qualifications for this position:

- Analytical mind with strong business acumen
- Working knowledge of travel and expense software, Concur preferred
- Receive cost data related to travel events
- Audit and reconcile internal travel information (air lists, rooming lists, vendor payments)
- Review, research and analyze of open/unmatched program items
- BS/BA in Accounting, Finance or Business, highly preferred
- Motivated to work with little supervision
- Demonstrate excellent communication, organizational, time management and project management skills

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

Sincerely,

Dakota Langworth