

Travel Accountant Cover Letter

7513 Dann CapeNew Marisa, WA 51374

Dear Cameron Hill,

I am excited to be applying for the position of travel accountant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for training and technical support for accounting and administrative applications for other staff, management and division administrators.

My experience is an excellent fit for the list of requirements in this job:

- Assist the implementation of initiatives for improving the efficiency and/or effectiveness of the Travel & Expense transaction processing
- Strong preference to those with experience with Wells Fargo Credit Card Expense Reporting System
- Proficiency in the use of Microsoft Excel, Word, Access, PowerPoint, Crystal Reports, and SQL
- Strong analytical skills with an eye to detail and is capable of identifying problems and quickly recommending solutions
- Perform day to day processing of Concur expense reports in accordance to the service level agreement
- Verify the validity of expenses and attachments for compliance with company policies, financial reporting standards and management requirements
- Respond to internal and external queries in a timely manner and escalating issues as they arise
- Monitoring of accounts to ensure payments are up to date

Thank you for taking your time to review my application.

Sincerely,

Avery Kuphal