

Travel Accountant Cover Letter

55971 Dorathy Turnpike West Robynshire, UT 76439-2278

Dear Zion Hill,

I submit this application to express my sincere interest in the travel accountant position.

Previously, I was responsible for best practice and insights to the team over all international processes and accounting.

Please consider my qualifications and experience:

- Advance level proficiency in Microsoft Office and Outlook
- Excellent verbal and written communication skills, including editing, proofreading, and attention to detail
- Demonstrate relentless focus on customer satisfaction while supporting CEC's corporate office and field employees
- Audit, review and process all Expense Reports (employee travel, employee miscellaneous reimbursements, and non-PO payments) in the Deltek Expense system to ensure proper supporting documentation is provided
- Develop techniques for early identification of financial problems and make recommendations for timely resolutions in areas of concern
- Prepare various monthly, quarterly and annual accounting deliverable and reports
- Assist in the processing and interpretation of federal and state tax requirements
- Assist with the coordination of the corporate credit card program and process and reconcile all direct bill payments for travel related expenses

Thank you for your time and consideration.

Sincerely,

Corey O'Kon