

# Travel Accountant Cover Letter

74805 Claris PlazaHoppestad, AR 20731-6188

**Dear Finley Jenkins,**

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.

In my previous role, I was responsible for accounting benefits analysis and payroll accounting in a shared services setting including analysis of journal entries and working with vendors to understand charges regarding benefits.

Please consider my experience and qualifications for this position:

- Finalist ACA/CIMA/ACCA (desirable)
- Intermediate level of Excel (Vlookups, Pivots and Macros)
- Financial analysis and business acumen
- Leadership and decision making
- Experience in travel or related industry (preferred)
- Assist and support ad-hoc requests
- Understand service level agreements and key performance indicators for Travel & Expense related processes
- Support team members to achieve performance and quality standards as defined in relevant service level agreements

**I really appreciate you taking the time to review my application for the position of travel accountant.**

Sincerely,

Oakley Sipes