

Deborah Reinsmith
dareinsmith@hotmail.com

ATTN: Recruiter

Re: Accountant

Dear Recruiter,

This letter is to express my interest in discussing the Accountant position currently available with your company. The opportunity presented in this listing is very appealing, and I believe that my extensive general ledger accounting, payroll, computer program development, analytical and technical experience and education will make me a very competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Excellence in Professional Accounting Ethics and GAAP standards
- Proficiency in specific problem resolution as well as overall assessments to streamline accounting functions
- Aptitude for bank reconciliation, cost accounting, tax filing and payroll processing
- Troubleshooting and building specific accounting, payroll and general use computer applications.
- Advanced in the development and use of Microsoft Office (Excel, Word, etc.)
- Being a self-starting, self-motivated, and versatile analyzer.
- Experience in international, multinational, corporate, non-profit and multi-location accounting
- Extensive and efficient use of numerous accounting programs and systems (mainstream and non-mainstream)
- Successfully designing, developing, and supporting live use applications and databases for both accounting and non-accounting functions
- Past experience in a manufacturing setting and eagerness to participate in new and unfamiliar industry
- Competency in departmental management
- Striving for continued excellence.

With my experience in accounting, software development, problem solving and time study management, I have a complete understanding of the full cycle of both accounting and software development projects.

I also have experience in learning and excelling in new Information Technologies as needed. My experience includes but is not limited to:

- Problem isolation, analysis and resolution
- General ledger and sub-ledger analysis and reconciliation
- Beta testing of new release software for accounting software manufacturers
- Software quality testing
- Spreadsheet creation to automate specific problem areas in efficient record keeping
- Process improvement and documentation
- Spreadsheet creation to automate specific problem areas in efficient record keeping

Of particular note for you and the members of your team, as you consider this Accountant placement, are my strong accomplishments in **troubleshooting and problem solving in accounting, inventory control and overall information retrieval, storage and connectivity of business data**. My efforts directly improve operating efficiency internally and provide time critical information necessary for managerial decision making that are crucial for the institution as a whole.

Consider the following:

- Recapturing of six figures in reimbursements from the City of Mobile through analysis.
- Reduced time-cost of monthly financial report conversions from 5 days to 6 hours via excel application creation.
- Eliminated duplication of vendor payments by creating proper paper flow processes, saving tens of thousands per year.
- Replacing inadequate information capturing programs with customized, easy to use applications.

Please see my resume for additional information on my experience.

Thank you for your time and consideration. I look forward to speaking with you about this exciting career opportunity as it appears we will be a good fit.

Sincerely,

Deborah Reinsmith