**ACCOUNTING COVER LETTER**

Dear Mr. Maurice:

When I learned of Starling Technologies ‘need for a general accountant, I felt compelled to submit the enclosed resume. As an analytical and experienced accountant with extensive experience performing comprehensive accounting responsibilities, I am well positioned to exceed your expectations for this role.

From performing accounts payable and receivable functions and reconciling accounts to processing payroll and handling month-end closing activities, I excel in strategically managing all aspects of general accounting concerns. My demonstrated success – along with my expertise in developing improved internal processes and adhering to regulatory and policy guidelines – prepares me to make a significant impact on your organization.

Consider the following highlights of my experience:

* Accurately and expeditiously managing general ledgers, payroll accounting, AP/AR, journal entries, reconciliation, accruals, and fixed assets while providing a superior level of service and first-rate quality and accuracy
* Developing budget estimates and preparing monthly analyses detailing variances between budgets versus actuals
* Cutting the month-end closing process by 50% – from six to three days – by automating previously manual functions and streamlining overall operations
* Creating, documenting, and establishing standard operating procedures (SOPs) ensuring full compliance with GAAP and SOX guidelines
* Excelling within time-sensitive, fast-paced atmospheres while resolving issues and motivating teams to achieve maximum productivity and efficiency
* Possessing keen proficiency in diverse software programs, including Microsoft Office Suite, Great Plains, and numerous ADP systems
* Earning a bachelor’s degree in accounting in 2011; credentialed as a CPA

With my experience in general accounting operations, combined with my inherent interpersonal and organizational skills, I am ready to provide outstanding service within your company. I look forward to meeting with you and discussing how I am prepared to make a strong contribution in this role. Thank you for your consideration.

Sincerely,

Joseph M. Banks