**https://www.linkedin.com/jobs/search/?currentJobId=3395473584&geoId=102095887&keywords=accounting%20manager&location=California%2C%20United%20States&refresh=true**

Accounting Manager Cover Letter Example 1

I am excited to be applying for the Accounting Manager position at Topdown Accounting. I believe the job duties listed align well with my skills. You need someone who is highly organized and effective and who can remain positive and pleasant under strict deadlines. I believe my experience and education serves me well for this role.

In my previous capacity as a Staff Accountant at Crunchtime Accounting, I accurately maintained multiple ledgers within Quickbooks while self-managing multiple projects and learning new concepts regularly under deadlines. I was responsible for compiling the company’s financial statements for the purposes of providing it to the auditor. I acted as the liaison between the external audit team and the internal accounting department.

I have also worked in several customer service roles over the years prior to receiving my post-secondary education, allowing me to develop excellent communication and conflict resolution skills. I am proficient in accounting software including, but not limited to, MS Excel, Word, PowerPoint, and various other tax and accounting software.

Having worked on many teams and as a people-oriented person, I am very enthusiastic about the possibility to work with a diverse team while managing sole responsibilities as an Accountant. I welcome the opportunity discuss how my qualifications would be an asset to Topdown Accounting’s continued success. My resume is enclosed for your reference.

Sincerely,

Jack Dais