Lorraine D. Nieman

27 June Drive

Loudonville, NY 12211

(518) 331-2701

ldnieman@gmail.com

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To whom it may concern,

I am writing to express my interest in the position of Accounting Specialist. With over nine years of experience in accounting I believe I am an excellent candidate for this position.

In my position as a working Billing Supervisor at Commerce Technologies, Inc., I successfully reconciled over two hundred journal entries each month. I worked extensively with Microsoft Excel worksheets in my everyday tasks. I have extensive experience reviewing contracts, as I frequently did so in order to identify important information for billing purposes. Throughout the year I made sure that correct processes were being followed and compiled documentation in order to ensure that the year-end audit went flawlessly. As shown on my resume, I have used a number of different accounting software packages and am able to quickly familiarize myself with new software. Having graduated with an A.A.S. in Accounting I have worked my way up to supervisory position coordinating the efforts of three billing associates and a full time collection representative processing 5,700 invoices and 3 million in cash receivables monthly. I was personally in charge of the 50 major merchant accounts billing and collection activities.

I am confident that with all of my previous experience I will be able to meet the demands of this position. I am a self-starter and am comfortable working independently or as a member of a team. I am able to quickly and efficiently learn new concepts and processes. I would appreciate the opportunity to discuss my qualifications and this position further; I can be reached at 518-331-2701 or ldnieman@gmail.com.

Thank you for your time and your consideration.

Sincerely,

Lorraine Nieman