Emily Carter

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Southwest Airlines
Dallas, TX

Re: Senior Accountant, General Ledger

Dear Hiring Manager,

Your Senior Accountant posting asks for a licensed CPA who can own a set of balance sheet accounts through close and audit with little supervision. I'm a Texas CPA, and for the past five years I've owned GL accounts carrying about $40M in balances at Texas Instruments.

The work I'm proudest of is our close. When I joined, the team closed in eight business days, mostly because bank and intercompany reconciliations were done by hand in Excel after the books were nearly final. I set up automated matching rules in NetSuite for the high-volume accounts, moved the manual reviews earlier in the calendar, and we now close in five. Those accounts have come through three annual audits with no adjustments.

I also built the variance templates our FP&A partners use during review. Last year one of them flagged a customer billing error of about $220K before quarter-end, which we corrected before the numbers went out. Earlier, at Deloitte, I prepared journal entries, reconciliations and audit workpapers for twelve mid-market clients, which gave me a feel for how auditors read support and what makes them come back with questions.

I'd be glad to talk about how I'd approach your close calendar. I'm also working toward the CMA and can share where I am in that process. Thank you for your consideration.

Sincerely,

Emily Carter