

Erin Pelletier

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January 22, 2015

RE: Application for Contract Bookkeeper

Dear Ms Krum,

I am writing to apply for the bookkeeper position posted on January 13, 2015. I have 10 years of experience administering federal and state level grants as Executive Director of a 501(c)(3) non-profit and as a part time grant accounting assistant. I also have over 20 years of experiences in handling finances for non-profits using primarily Quickbooks and Financial Edge finance software.

As Executive Director of the Gulf of Maine Lobster Foundation (GOMLF) I have many roles with the primary focus on the overall finances of the organization, including preparing budgets for grant proposals and reporting to federal and state agencies. I prepare all materials needed for the OMB Circulars A-122 and A-110 Federal Audits and any other compliance requirements. GOMLF has had many different funding sources including Federal and State agencies so I am very familiar with tracking draw-downs or on-line payments and the financial reporting procedures.

I have managed several different projects focused on lobster biology and education and truly enjoy working with other scientists on collaborative research projects in the Gulf of Maine. My background in Biology and Environmental Science helps bring together my love for marine studies and my inherent interest in finances and multi-tasking.

My current contracting rate is \$40 an hour but I am willing to negotiate if needed.

Thank you for your time and consideration of my application. Please feel free to contact me at any time at (207) 205-8088 or erin@gomlf.org

Sincerely,



Erin Pelletier