September 25, 2018

Human Resources

Braun Northwest, Inc.

RE: Accounting Supervisor

To whom it may concern,

This letter expresses my interest in your Accounting Supervisor position. I have worked for the state for 13 years in progressively responsible positions. I bring with me strong analytic skills and a thorough understanding of financial research, modeling, and concepts. In the positions that I have held with the state I have had the opportunity to review and analyze fiscal data from multiple and often conflicting sources, do complex financial modeling and present this information to stakeholders.

In my last position as Reimbursement Program Manager, I was the lead worker for Aging and Long Term Support Reimbursement and Analysis Section. As lead, when the supervisor was out the others in my unit would come to me with questions or when a decision needed to be made. Day to day my co-workers approached me with questions because they knew I was willing to help and able to provide clear and concise answers.

I was the lead for the DDA Supported Living and Licensed Staff Residential rates implementation of ProviderOne Phase 2. This was a complicated development process that involved updating the Electronic Rate Worksheet (ERW) I had previously helped to build so that it generated the correct information for accurate ProviderOne payments. In order to ensure that the system functioned as it needed to, I analyzed the needs then designed and built the ERW using excel. I was the sole employee tasked with its maintenance, continual improvement, and technical support.

Aging and Long Term Care was given appropriation to design and implement a new web based program to upgrade the ERW. I was the Business owner on this project and worked daily in helping to design the functionality of the program as well as figure out the new processes that would make things easier for the rates analysts and the DDA resource managers. I used my knowledge of the complex business requirements to translate these broad needs into achievable development steps, and my knowledge of the vast technical capabilities to help DDA understand the developmental resources available to them.

I have participated in two Value Stream Mapping (VSM) events and co-facilitated a third as part of the Department of Social and Health Services’ (DSHS) Continuous Improvement initiative. All of these VSMs improved Department processes and I am enthusiastic about the change that future Lean events can bring to DSHS. The VSM that I co-facilitated was for Residential Care Services’ training process. It involved sixteen people from across the state and in a variety of positions coming together as a team to understand each other’s roles and improve the process. Due to the diverse background of the participants I had to be flexible while interacting with them and worked to accommodate their different needs while facilitating. The work I have done with Lean lead me to turn in my application for the DSHS Lean Practitioner Certification Developmental Job Assignment program. I graduated with my Lean Practitioner Certification in July of 2016.

I welcome the opportunity to meet with you to further discuss the prospect of working together. Thank you in advance for your time and consideration.

Sincerely,

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