

Account Payable Clerk Cover Letter

671 Nikolaus BrooksChristopermouth, MI 57086-6278

Dear Indigo Farrell,

I am excited to be applying for the position of account payable clerk. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for accounting assistance to managers and operations staff; responds to financial questions/concerns to meet business needs;.

Please consider my qualifications and experience:

- Process expense and check requests
- Prioritize workload and meet all deadlines
- Vendor discrepancy resolutions
- Prepare and file 1099 forms annually
- Make postings of Invoices and Credit Notes in SAP
- Invoice processing for special type of invoices
- Ad hoc Communication with vendors and local business units
- Issues clarifications with local business units and vendors

Thank you for your time and consideration.

Sincerely,

Denver Medhurst