

Account Payable Clerk Cover Letter

9507 Santa SummitPort Guillermove, HI 06414-3327

Dear Marion Ferry,

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.

Previously, I was responsible for support to other accounting staff or special projects as necessary to help department meet month/year end objectives.

Please consider my experience and qualifications for this position:

- Abilities to listen, comprehend, effectively communicate and concisely obtain positive results
- Strong system experience and prior knowledge of accounting packages and P2P
- Excel skills at intermediate level (preferable)
- Strong in all MS Office products including Word and Excel and
- Various projects as assigned by controller
- Accurately enter invoices into Oracle
- Develops, implements and maintains systems, procedures and policies, including AP/AR functions to ensure adherence to company guidelines
- Receive and enter invoices in the SAP system

Thank you for considering me to become a member of your team.

Sincerely,

Hayden Kautzer