

Account Payable Clerk Cover Letter

757 Reilly WellHanestad, OH 20707

Dear Campbell Romaguera,

I would like to submit my application for the account payable clerk opening. Please accept this letter and the attached resume.

Previously, I was responsible for accounting department support on special projects as requested, such as assisting with annual audits and sending out 1099's.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Assure respect with internal policies and good relation with the vendors
- Produce and analyse reports and Month end reconciliations
- Resource employee for travel management
- The overall objective for the team is to ensure the accurate processing and on time settlement, to the payment terms of supplier invoices
- Ensure SOX and Corporate Policy adhered to at all times
- To provide cover for other members of the AP team
- Offer Flexible / Agile working environment (subject to role requirements)
- Review, process, and pay vendor/supplier invoices

Thank you for taking your time to review my application.

Sincerely,

Cameron Glover