

Account Payable Clerk Cover Letter

7658 Delbert PlainLake Teenatown, RI 51948-7531

Dear Greer Farrell,

In response to your job posting for account payable clerk, I am including this letter and my resume for your review.

In my previous role, I was responsible for full back-up coverage for mail room operations when needed (including USPS and Fedx machines / software).

Please consider my qualifications and experience:

- Monitoring non-payers and follow up with local business units & vendors
- High volume exp preferred
- Full cycle payable duties
- Matching, batching, and coding
- Experienced entering pay/time into payroll/time systems
- Preferred experience working in ADP
- Works with sensitive employee information
- Comfortable with speaking with all levels of employees

I really appreciate you taking the time to review my application for the position of account payable clerk.

Sincerely,

Armani Hegmann