

# Accounts Analyst Cover Letter

122 Stanley CapeAugustusstad, TN 62042-3221

**Dear Marion Wolff,**

In response to your job posting for accounts analyst, I am including this letter and my resume for your review.

Previously, I was responsible for detailed research and analysis of global GTS vendor accounts in order to make informed recommendations on required actions to further enhance credit collections.

Please consider my experience and qualifications for this position:

- Experience with modern Finance ERP platforms (e.g., SAP, Oracle) with a focus on Accounts Payable modules and sub-ledgers strongly preferred
- Experience in a highly automated paperless environment with automated workflow tools
- Work in a teamwork oriented Accounts Payable department
- Handle all AP vendor inquiries
- Obtain all vendor tax information
- Provide assistance to the processing of invoices
- Initiate wire transfers, AC transactions and cut manual checks
- Ensure all terms of payment are correct

**Thank you for your time and consideration.**

Sincerely,

Dallas Kilback