

Accounts Analyst Cover Letter

662 Ryan Manor Durganberg, VA 77785

Dear Sawyer Franecki,

I submit this application to express my sincere interest in the accounts analyst position.

In the previous role, I was responsible for support to the SAM/NAM as it relates to the above objectives which may include custom reporting.

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:

- Intermediate knowledge of Word strong computer skills
- Email handling, respond to customer inquiries
- Other adhoc tasks which requires business need
- Review invoices to insure accuracy and consistency with check requests
- Investigate discrepancies and take appropriate action to resolve timely
- Resolve complex invoice payment issues and provide client support regarding special payment situations
- Timely follow up with vendors and clients regarding AP related issues
- Mail Processing & Scanning

I really appreciate you taking the time to review my application for the position of accounts analyst.

Sincerely,

Drew Schaefer