

Accounts Clerk Cover Letter

205 Fritsch Island West Kumburgh, GA 90018

Dear Landry Mueller,

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

Previously, I was responsible for commercial and strategic analysis and business support to management and performs ongoing operational analysis and prepare appropriate recommendations and reports for management.

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:

- Reconciliation of vendor invoices
- Develop and maintain successful working relationship with vendors
- Generate Accounts Payable debit memos and adjustments
- Match vendor credit memos
- Research and resolve charge back issues
- Reconciliation of vendor statements and general ledger accounts
- Any additional, related functions as assigned by department management
- Basic knowledge of accounting software

Thank you for your time and consideration.

Sincerely,

Royal Sporer