

Accounts Clerk Cover Letter

42406 Prince HillLuettgenton, IL 79724

Dear Gray Hauck,

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

In the previous role, I was responsible for operational support as needed to various business lines, Communicate with customers via phone and written correspondence to obtain specific claim information.

My experience is an excellent fit for the list of requirements in this job:

- General A/P and/or business knowledge of processing vendor invoices and payments with proven capabilities
- Demonstrated proficiency in using a personal computer, including knowledge and skill in the use of the Windows operating system and pertinent software applications, such as Excel and Word
- Proficiency using ten digit keys for numerical inputs
- Experience in Electronic Invoice Processing System with inventory reconciliation knowledge preferred
- Understanding of all phases of Accounts Payable process
- Proficient with MS Excel and ERP systems
- Will be working in the accounts payable department and reporting to the accounts payable coordinator
- Processing invoices for payment in a high-volume setting

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

Sincerely,

Royal Greenholt