

# Accounts Clerk Cover Letter

1477 Bernier WayGrimesmouth, KS 08437

**Dear Hayden Parisian,**

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

Previously, I was responsible for leadership to the collections facility and develop staff to meet objectives related to systems, people, and operations.

Please consider my experience and qualifications for this position:

- Good follow up and persistence
- Large ERP system experience (SAP, Oracle, JDE, PeopleSoft or Great Plains), preferred
- Experience with MRI AP/PO accounting modules
- Experience with Great Plains accounts payable system and MI9 Merchant
- High volume accounts payable processing or general accounting experience
- Capable of thinking tactically strategically and be able to transition theory to practice in a short amount of time
- Working knowledge of record retention, both electronic and paper
- Review end-user submitted electronic invoice payment requests

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

River Stark