

Accounts Clerk Cover Letter

3347 Zieme Creek North Chadwickshire, VA 93525-8470

Dear Robin Kemmer,

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

In my previous role, I was responsible for administrative support to ensure payments are accurately posted to client accounts, timely follow-up with insurance companies and program staff.

Please consider my experience and qualifications for this position:

- Manage heavy filing
- Strong working knowledge of Accounts Payable process
- Excellent analytical skills and mathematical skills
- Proficient in MS Office products (specifically Word & Excel)
- Prior experience with an integrated business system, preferably JD Edwards One World and SAP
- Correct entry of all payables in a timely fashion
- Control all vendor files
- Perform check upload data entry in excel

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

Sincerely,

Azariah Lang