

Accounts Payable Analyst Cover Letter

7401 Jerold Plaza
Geneviefort, NV 74997

Dear Morgan Beahan,

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

Previously, I was responsible for customer service and support to Grant Thornton LLP internal personnel including partners, finance and accounting, regional controllers and local office staff.

Please consider my qualifications and experience:

- Work with the General Accounting Supervisor to assist with coaching and mentoring accounts payable technicians
- Accustomed to working under and meeting tight deadlines
- Thorough understanding of bank processing, ACH and wire transactions, checks, foreign currency, and international payments
- Thorough understanding of SOX as it pertains to accounts payable processes and procedures
- Technical understanding of ERP systems, Excel, and Word
- High-volume AP experience preferred
- Work with business partners, offshore resources, banks & suppliers to ensure timely payment of invoices and employee expense claims
- Support business partners with systems related queries related to Concur, Oracle and Centresuite

Thank you for taking your time to review my application.

Sincerely,

Charlie Maggio