

Accounts Payable Analyst Cover Letter

700 Price KnollGinaside, PA 84598-4439

Dear River Carter,

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

In the previous role, I was responsible for accounting assistance to internal and external customers; respond to accounting questions and concerns to support the business needs.

Please consider my qualifications and experience:

- Detailed oriented, with high level of accuracy in all duties
- Highly organized and adept at time management
- Understanding of regulatory frameworks within responsibilities
- Comply with Firm attendance and ethics requirements
- Proficiency in MS Office applications (Excel key)
- Self-motivating and willing to take ownership
- Working knowledge of JD Edwards softwarer
- Exposure to month-end close responsibilities and processing payments for fees

Thank you for taking your time to review my application.

Sincerely,

Ryan Cole