

Accounts Payable Analyst Cover Letter

803 Margaret PointsMcGlynnmouth, WY 68449-0124

Dear Frankie Poulos,

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

Previously, I was responsible for support in enterprise-wide initiatives and assist in other special projects, including system upgrades for Accounting Department, merger and acquisition related activities, and new products.

Please consider my experience and qualifications for this position:

- Able to follow standard process
- Comfortable with repetitive type work (and able to remain focused with attention to detail)
- Experience with Purchase Orders and Inventory
- Strong Accounts Payable workflow knowledge Strong Excel proficiency
- Experience with international invoices (preferred)
- Access, Visio, PowerPoint skills (preferred)
- Should have sound judgement, strong attention to details and demonstrated experience resolving discrepancies effectively
- Proficient in the use of Microsoft applications (Especially Excel)

Thank you for your time and consideration.

Sincerely,

Skyler Welch