

Accounts Payable Assistant Cover Letter

1084 Dwight Corners East Philville, WA 42339-5301

Dear Bellamy Funk,

I am excited to be applying for the position of accounts payable assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support to General Accounting group as needed including but not limited to assisting during monthly close process.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Strong knowledge of common PC programs and the Office package (Word, Excel, PowerPoint, OneNote & Outlook)
- High level of organizational talent, flexibility and resilience
- First experiences with one of the common accounting systems preferred
- Experience working in accounts
- A strong knowledge and experience in AP systems
- Strong management experience of managing a big team
- Understanding of accounting concepts and double entry
- Previously worked with high volume multi-currency invoices

Thank you for considering me to become a member of your team.

Sincerely,

Avery Schmidt