

Accounts Payable Assistant Cover Letter

27434 Howell PortKeelingborough, NC 66654-3483

Dear Greer Kertzmann,

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 the finance and/or accounting team which may include generating reports, entering project set-up data and gather data in support of audits.

My experience is an excellent fit for the list of requirements in this job:

- Deal with vendor queries
- Manage Travel and Expenses queries on behalf of co-workers
- Language skills – English German or French
- Studying for AAT
- Accounting/Finance or Business related subject
- Requires independent problem solving skills and strong numerical skills
- Strong knowledge of automated accounting systems
- Demonstrated skill at organizing/prioritizing work to handle a high-volume workload with frequent interruptions with efficiency and accuracy while meeting deadlines

Thank you for taking your time to review my application.

Sincerely,

Oakley Krajcik