

Accounts Payable Assistant Cover Letter

5822 Spencer RampSchadenville, RI 79556-4786

Dear Lennon McLaughlin,

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

In the previous role, I was responsible for transactional support to AP & wider finance team, including but not limited to, the following duties as necessary:-.

Please consider my qualifications and experience:

- To provide first line support for supplier and business queries relating to invoices/payment
- To reconcile supplier statements, flagging risks or opportunities to AP Manager where applicable
- To process refund cheques, BACS rejections
- Minimum education of High School completion
- Knowledge of Windows, Excel and Word
- Communicate professionally to all levels of business both internally and externally
- Managing all Accounts Payable invoices for Switzerland
- Be the first point of contact for the OP

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Royal Weimann