

Accounts Payable Assistant Cover Letter

274 Jae MallShirleeberg, KY 18682

Dear Parker Schinner,

Please consider me for the accounts payable assistant opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for general support to the Accounting department as directed by the Controller including but not limited to filing and copying support; binding of monthly financial reports; and serving in the front desk back up rotation schedule.

Please consider my experience and qualifications for this position:

- High school diploma and some higher education and/or vocational training specializing in general accounting functions
- Possess working knowledge of general office and accounting procedures
- Proficiency and accuracy in data entry and 10 key operations
- Be willing to assists in other key areas within the EMEA finance team
- Basic knowledge of accounting methods and practices, generally accepted accounting principles (GAAP), and financial reporting
- Maximize resource utilization of the Accounts Payable Team to ensure even distribution of workload and cross-training all team members to provide seamless coverage for absences
- Enforce the collection of W9's/W8's per the Firm policy before a vendor is paid
- Work closely with the Firm Accounts Payable Vice President to ensure that the appropriate internal controls are in place over the accounts payable functions

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,