

Accounts Payable Associate Cover Letter

25797 Elane GreensAbbotthaven, TX 79795-0365

Dear Parker Labadie,

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

In my previous role, I was responsible for technical and application support for systems used to support the Accounts Payable and Payroll functions, Lawson/Infor, Kronos, Chrome River, MHC.

Please consider my qualifications and experience:

- Fluency in English and French verbal and written
- Provide cash cards and employee advances
- Assist with processing employee expense reports
- Provide feedback to purchasing regarding vendors - capturing discount terms, invoicing errors, electronic payment opportunities, payment with credit card
- Work closely with auditors and tax preparers
- Prepare and process weekly payment proposal and submit to Treasury for disbursement funding
- AA or Bachelors preferred
- Proficiency in PC applications (Excel, Word, and Access)

Thank you for your time and consideration.

Sincerely,

Azariah Emard