

# Accounts Payable Clerk Cover Letter

362 Cedric CirclesPort Alex, VA 69492

**Dear Finley Sanford,**

I would like to submit my application for the accounts payable clerk opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for assistance with scanning and clerical functions for General Ledger accounting and Accounts Payable.

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

- Effectively process invoices into the system and file
- Great Plains knowledge and expertise
- Experience with any large ERP system (Oracle, SAP)
- Experience with general contracting accounting office procedures is preferred
- Experience with federal contracting procedures is preferred
- Experience with the lien release process in AZ is preferred
- Previous Accounting and Bookkeeping experience
- Knowledge of computerized Accounts Payable and or Accounting systems and experience with Financial related software

**Thank you for taking your time to review my application.**

Sincerely,

River Stamm