

Accounts Payable Clerk Cover Letter

5158 Boyd TerraceDachfort, WY 83612

Dear Casey Feest,

I submit this application to express my sincere interest in the accounts payable clerk position.

In my previous role, I was responsible for oversight and support to Accounts Payable Clerks team within the areas of Customer Service, Contract Compliance and Invoice Entry.

Please consider my qualifications and experience:

- Reviewing and coding invoices
- Receiving reports that need to be matched to proper invoices
- Inputting data in accounts payable system
- Balancing daily work including managing several emails and incoming mail
- Prepare auto allowances and managing Amex monthly reconciliations
- Reconciling purchase orders to vendor invoices
- Prepare two check runs weekly with printing checks
- Set up payment as an ACH

Thank you for your time and consideration.

Sincerely,

Ryan Torp