

Accounts Payable Clerk Cover Letter

263 Carola Shoals North Jeramy, CT 10284-7495

Dear Sutton Wiegand,

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

In my previous role, I was responsible for and exercises leadership, sound business judgement, oversight and expertise in the use of PeopleSoft and Workday Financials application in support of the accounts payable and travel functions of the institution;.

Please consider my qualifications and experience:

- Able to work in a fast paced environment, and willing to work a flexible schedule which could include weekends
- Possess excellent Personal Computer skills, including working knowledge of Microsoft Excel and familiarity with Microsoft Office programs
- Proficient with Excel and other Microsoft Office programs
- Experience working with AS400/SAP
- Inter-company reconciliation experience preferred
- Accounts Payable knowledge, including 3 way matching of Invoice/PO/Receipt
- Understanding of Oracle Accounts Payable and Purchasing modules preferred
- Strong customer service orientation, proactive, positive attitude, team player

Thank you for taking your time to review my application.

Sincerely,

Reese Cremin