

Accounts Payable Clerk Cover Letter

6421 Kling CrescentRobbietown, WA 76477-7114

Dear Greer Dietrich,

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

Previously, I was responsible for support, which may include debtors, payroll, income audit, accounts payable, accounts receivable, purchasing, banking and general ledger maintenance.

Please consider my qualifications and experience:

- Oracle AP experience preferred**
- Education or background in Accounting or Finance (preferred)
- Knowledge of MS Dynamix an asset
- Develop and maintain excellent service with internal and external customers
- Verify necessary information prior to issuing credits
- Accurate and timely processing of credits
- Manage a high volume email account
- Proficiency with Microsoft Outlook and Excel

Thank you for taking your time to review my application.

Sincerely,

Blake Breitenberg