

Accounts Payable Representative Cover Letter

59216 Romaguera Highway
New Larissa, CA 37150-1845

Dear Shae Altenwerth,

I am excited to be applying for the position of accounts payable representative. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for consultative services to campus staff and administrators in implementing recommended changes in the accounting system or procedures and resolving accounting issues.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- An understanding of Accounts Payable and Account Receivable functions
- Experience in high volume invoicing
- Experience with an accounting system
- Microsoft Office Suite including Excel with experience with Pivot Tables
- Experience in ecommerce business preferred
- Fluent in (written and oral) Spanish (Essential)
- Fluent in (written and oral) French (Essential)
- The A/P Representative will collaborate with Procurement Supply Chain, Manufacturing sites, Internal Finance teams to resolve invoice issues and to ensure accounts payable processes are being executed in a responsive, timely and accurate way

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Rowan Nicolas