

# Accounts Payable Representative Cover Letter

59762 Kuhlman KeysEast Felica, MT 83862-3721

**Dear Quinn Lehner,**

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

Previously, I was responsible for accounting assistance to Project Managers and Operations staff; responds to financial questions/concerns to meet business needs.

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

- Worked with Microsoft Office products Excel and Word
- Demonstrated knowledge of and experience in accounts payable, finance, accounting, and internal controls in an integrated healthcare environment
- Strong customer service mentality and experience
- Possesses tact, discretion, and diplomacy
- Previous 3-way matching experience preferred
- Support the Accounts Payable Supervisor with new vendor review and setup
- Highly comfortable with computerized systems (SAP, ReadSoft)
- Minimum of a High School Diploma, some college preferred

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

Sincerely,

Dakota Hirthe