

# Accounts Payable Specialist Cover Letter

92733 Latarsha FerryMargertberg, ND 86164-8990

**Dear Lennox Crist,**

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

In the previous role, I was responsible for feedback on continuous process improvements, recommend changes in processes and/or procedures to improve the efficiency of the accounts payable unit.

Please consider my qualifications and experience:

- Balance and audit batch for validation
- Insure and verify invoices have been received and entered with the correct information
- Insure all categories within responsibility are validated and processed within set guidelines
- Assist vendors with questions about unidentifiable checks received
- Process vendor adds by adhering to company policy to insure correct coding
- AS/400 computer experience
- JDE Payable Systems
- Experience with the entire Microsoft Suite

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Haven Schaefer