

Accounts Payable Specialist Cover Letter

7459 Hegmann FlatNew Lacroshatown, NH 99292

Dear Stevie Romaguera,

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

Previously, I was responsible for expertise on the processing, recording, and reporting of accounts payable transactions; review vendor invoices, vendor setup, 1099 reporting, and general ledger reports to ensure proper coding and authorization.

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

- Standard computer literacy (MS Office in particular Excel and Outlook)
- Experience with a large ERP system and intermediate Excel
- Flexibility – being able to adapt to a constantly changing environment and process
- Extensive experience within a technical environment
- Knowledge of the procurement lifecycle
- Role requires experience with the operation of leading practice procurement technology applications (SAP, Oracle, or Ariba)
- Thorough understanding of company PO structure sales and use tax
- Professional, positive attitude

Thank you for your time and consideration.

Sincerely,

Quinn Koch