

Accounts Payable Specialist Cover Letter

232 Stehr PlainsEast Devonstad, MO 07120

Dear Corey Durgan,

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 AP 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 for our worldwide operations.

Please consider my qualifications and experience:

- Accurate and timely processing of vendor invoices, entering and posting them into the accounting system
- Understand entire billing cycle including data entry, coding and maintenance of expense accounts, communicating with vendors and ensuring payments are made in a timely manner
- Handle a variety of internal and external vendor inquiries and remedy any issues
- Manage payables including sub-contractor invoices, rent payments and prepare weekly cheque runs and EFT payments
- Ensure coding is accurate, consistent and complete
- Create journal entries to record bank transactions and accounting adjustments
- Assist in developing and implementing procedures to improve accounts payable processes
- Administer vendor set-ups and changes and close unused vendor accounts

Thank you for taking your time to review my application.

Sincerely,

Spencer Hegmann