

# Accounts Payable Specialist Cover Letter

419 Bruno PinesLake Antonio, CO 54419

**Dear Emery Nikolaus,**

Please consider me for the accounts payable specialist opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for back-up customer service support to accounts payable by monitoring and responding to emails received through the general AP email addresses.

Please consider my experience and qualifications for this position:

- Preferred experience in a multi-facility healthcare organization
- Strong proficiency in Microsoft office applications with advanced level Excel
- Experience with ERP systems and EDI software
- An understanding of general accounting concepts
- Experience with a document imaging system and ERP system (accounts payable module) and skilled in processing a high invoice volume with accuracy
- Microsoft Windows Office experience including Word, Excel, and Outlook email software
- Able to meet deadlines while offering the highest levels of customer service
- Skilled in organizing work and setting priorities

**Thank you for your time and consideration.**

Sincerely,

Jordan Feest