

Accounts Payable Specialist Cover Letter

35970 Theodore Grove Kutchfort, NH 83558-7100

Dear Quinn Boyle,

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

In my previous role, 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 for our US and Canada operations.

Please consider my qualifications and experience:

- Good business systems aptitude and experience with ERP systems (JDE and QAD preferred)
- Learns, understands and maintains process flows for transactions
- Above average PC skills (e.g., Microsoft Excel, Access, Word)
- No stranger to financial accounting programs, including Oracle
- Manage the entire Accounts Payable functions including related processes and controls
- Ensure compliance with accounting policies, procedures and internal controls
- Serve as a liaison to organizational leadership for day to day Accounts Payable operations
- Work closely with the purchasing department on PO/invoice issues and process improvements

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Zion Borer