

Accounts Payable Cover Letter

2756 McClure MissionSchulistborough, MN 85250

Dear Peyton Fritsch,

In response to your job posting for accounts payable, I am including this letter and my resume for your review.

In the previous role, I was responsible for leadership and training to accounts payable team on efficient and proper use of accounting system.

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

- Working Knowledge of Microsoft Office Outlook and Excel
- May serve in a backup capacity to the Accounts Payable Coordinator, as needed
- Experience in ERP systems essential
- Daily monitoring of the shared mailboxes to resolve all queries
- Provide support to the business on all Invoice/coding queries
- Citi bank set up –online payments
- Produce a Quality Log/training Log for processing team
- ADHOC Duties/filing

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

Sincerely,

Drew Little