

Accounts Payable Cover Letter

246 Bartoletti ExtensionsTuanfurt, CT 67312-1123

Dear Sutton Beer,

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 procedure guidance to CSU Chancellor's Office Accounts Payable stakeholders including employees and students.

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

- Able to work well independently with a team
- Solid understanding of internal controls especially on various accounts payable processes & controls
- Maintain alphabetical files by vendor containing complete invoices and backup attached for efficient access after payment
- Complete wire authorization forms for wire transfer and ensure it is signed by two authorized signatories (from Groups A & B) and ensure all applicable backup supports the transfer
- Handling bank reconciliations, warranty credits, parts invoice entry and reconciliations, first service provisions and reconciliations
- Ensure invoices are processed to the accounts payable stage
- Reconcile & prepare invoices in preparation for payment
- Daily & weekly generation of regular and ad hoc reports, statistics graphs and presentations to the Dealer Principal & dealership management team

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

Sincerely,

Brooklyn Turner