

Accounts Payable Cover Letter

686 Collene LockCeciliaport, TN 02226

Dear Emery Cremin,

I would like to submit my application for the accounts payable opening. Please accept this letter and the attached resume.

Previously, I was responsible for customer service to the Marketing Team, Intercompany affiliates and vendors with respect to various accounts payable inquiries.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- A good all round level of general education
- Previous experience of running an accounts payable function, including BACS, cheque and foreign payments
- Good attention to detail and able to deal with a variety of computer input related tasks
- Knowledge and experience of integrated computer systems
- Work on own initiative while processing invoices and payments in a timely manner
- PeopleSoft Program
- Knowledge of GAAP and accrual based accounting
- Proficient in Excel, Word, Outlook and Solomon or equivalent accounting software

Thank you for taking your time to review my application.

Sincerely,

Frankie Gleichner