

Account Payable Cover Letter

880 Aaron FallsSchuppefurt, RI 28077-2639

Dear Zion Wolff,

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

Previously, I was responsible for specific procedural guidance and education to business users or the BPO on the E2E process and how to enter and clear items in the SAP VIM workflow and other P2P systems.

Please consider my experience and qualifications for this position:

- Team spirit • Good management skills
- Skills working in a front desk environment skills using a multiline telephone system
- Knowledge and skills to use various computerized financial information systems software programs such as MS Excel, Word, Outlook
- Skills to reconcile, organize, and file accounting paperwork correctly enter data into Quali Financial System, MS Excel, with attention to detail
- Experience with Microsoft Excel - able to navigate in this application
- HEDIS or medical record background
- Experience working in a virtual environment is preferred
- JDE (or other ERP) + HFM experience an advantage

Thank you for considering me to become a member of your team.

Sincerely,

Bellamy Jacobson