

Account Payable Cover Letter

745 Ashley SpursPort Nealside, NM 14767

Dear Tatum Jacobi,

I am excited to be applying for the position of account payable. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for training and support to internal Bunge stakeholders for successful navigation of the standard non-commodity accounts payable process.

Please consider my qualifications and experience:

- Previous experience with Concur and PeopleSoft
- Good knowledge of Polish
- Microsoft Office Exp (word, Excel)
- Ensure timely payment of vendor invoices and expense vouchers and maintains accurate records and control reports
- Run AP checks and review checks against supporting documentation for accuracy, coding and proper approval
- Ensure timely invoicing and cash application functions and maintains accurate records and control reports
- Assist with monthly AP and AR closing and review and approve journal entries and account reconciliations
- Work with sales team to ensure timely billing for export transactions

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

Sincerely,

Cameron Zieme