

Account Payable Cover Letter

5822 Frami VistaLake Lashundamouth, MO 61587-9360

Dear Max Doyle,

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 effective management of the Accounts Payable process – including identifying process improvements and procedural changes.

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

- AP experience within an ERP
- Check and reconcile payable account end of the month
- Follow up the Payable outstanding balance
- Prepare cash weekly report with planning payment on next week
- Manage cash flow to ensure make payment on time
- Identify and implement continuous improvement to the payment process
- Implementing AP module in SAP
- Reconcile all movement and balance between SAP system and bank account on daily and monthly basis and be the PIC for all bank issues

I really appreciate you taking the time to review my application for the position of account payable.

Sincerely,

River Kovacek