

# Accounts Payable Coordinator Cover Letter

5519 Anderson Tunnel South Mark, NE 28239

**Dear Tyler Kassulke,**

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

In the previous role, I was responsible for support to the department by processing expense reports, maintaining Excel reports, importing and exporting databases and files, and printing, organizing, and mailing checks.

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:

- General knowledge of Accounting/Accounts Payable systems
- Extensive knowledge of using ERP systems invoice workflow systems
- Working knowledge of Yardi or other software within Real Estate (Timberline)
- Working knowledge of Microsoft SL Dynamics
- Understanding of AP ERP functions
- Background in the Advertising and/or Media industry
- Working knowledge of SAP or any large ERP
- Knowledge of Real Estate and Multi-Family industry

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

Sincerely,

Brooklyn Stehr