

Accounts Payable Coordinator Cover Letter

46552 Fay LightsKertzmantown, UT 98335

Dear Finley Pagac,

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

In my previous role, I was responsible for jE Edwards and Concur training to new Accounts Payable Coordinators, sales offices, employees, and Regional Accountants.

Please consider my qualifications and experience:

- Knowledge of accounting software and intermediate-advanced Microsoft Excel knowledge
- Knowledge of Accounts Payable/Accounts Receivable, preferred
- Experience using computerized accounting software
- Excellent written, verbal, listening skills
- Strong organizational, planning, problem-solving and analytical skills
- Comfortable and effective in influencing others
- Experience supporting 25 or more vendors and processing 60 or more invoices daily
- Timely Follow up with vendors, research and resolve payment issues and discrepancies (phone and email)

Thank you for taking your time to review my application.

Sincerely,

Alexis Spencer