

Accounts Payable Coordinator Cover Letter

45292 Dibbert Circle Pearleneland, NH 31512-5594

Dear Quinn Waters,

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

In the previous role, I was responsible for end to end resolutions (from request to payment of invoices) of any Accounts Payable query via email (functional email accounts) or call, with the following performance standard:.

Please consider my experience and qualifications for this position:

- Assist in the calculation and completion of month-end A/P related accrual journal entries
- Research and resolve outstanding invoices and/or goods receipts
- Review and research vendor statements to ensure unrecorded liabilities are identified and processed in proper accounting period
- Prepare quarterly FOB accrual with audit and entry from Department Lead
- Assist with incoming mail distribution and check run disbursements
- Research and collect on aged debit balances on a quarterly basis
- Intermediate understanding of accounts payable process and related accounting, specifically with regard to expense purchases
- Basic understanding of inventory and expense type purchases and related accounting processes

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

Sincerely,

Cameron Sporer