

Accounts Payable Coordinator Cover Letter

2540 Teddy PineMurphyhaven, NV 23936-1695

Dear Hayden Hettinger,

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

Previously, I was responsible for support in training new comers and providing guidance to accounting staff to optimize performance including assisting in monitoring workloads to ensure timely completion of accounts payable activities;

Please consider my qualifications and experience:

- Match contractor invoices with time entered in system
- Accurately key accounts payable invoices into the system
- Import broadcast vendor invoices into system and confirm processed status
- File all accounts payable invoices and payments, and manage the file room
- Scan invoices as necessary for client invoicing
- Send vendor payments via Fedex as necessary
- Intermediate skills in Microsoft Excel, Outlook, Word and Windows
- Functional knowledge of AS400

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

Sincerely,

Sam Schimmel