

Accounts Payable Coordinator Cover Letter

6457 Bradtke NeckLarsonhaven, SD 18786-4669

Dear Quinn Ward,

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

In the previous role, I was responsible for leadership in all components of accounts payable to ensure completeness, accuracy and timeliness of supplier payments.

Please consider my experience and qualifications for this position:

- Scheduling and preparing checks, resolving payment discrepancies
- Be able to work both independently and as a part of a team
- Working knowledge of Colleague System
- Experience with Image Capture software
- Accountable for all vendor maintenance, that is, the acquiring of all W-9/ W-8 forms, credit applications, and remittance of all 1099 forms
- Mentored the entire AP Team in the data entry of invoices, communication within the company/outside vendors and the payment lists for the week
- Initiated and completed monthly reconciliations for all travel expenses within the company
- Managed the problem-solving of all inquiries ranging from payment issues to receiving issues within the company

Thank you for taking your time to review my application.

Sincerely,

Sam Schmidt