

Accounts Payable Coordinator Cover Letter

943 Antonia Park
Jocelynborough, OH 61396

Dear Stevie Grimes,

In response to your job posting for accounts payable coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for leadership and guidance to a staff of 3 to 4 non-exempt employees in accounts payable department.

Please consider my experience and qualifications for this position:

- Familiarity with Bill.com and Netsuite
- Background in working at start-ups
- Well-versed in MRI or Yardi software
- Experience with computer business applications, including spreadsheets
- Knowledge in Excel preferred
- Able to work professionally in a team environment with other department members
- Interest in, or already pursuing an Accounting designation would be an asset
- Strong foundation of Microsoft Dynamics and Microsoft Office tools

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

Sincerely,

Briar Kohler