

Supervisor, Accounts Payable Cover Letter

477 Jeanmarie RowManiechester, KS 16181

Dear Dakota Nader,

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

In the previous role, I was responsible for accounting assistance with month-end close procedures, respond to financial questions/concerns to meet business needs as well as external financial audit reports and selections, and other special projects as needed.

My experience is an excellent fit for the list of requirements in this job:

- Execute and improve standard operating procedures and policies with little guidance
- Proficient in utilizing Microsoft Office Products, especially Excel
- Both intelligent and practical
- Infinium/AS400 knowledge preferred
- Able to deal effectively with tight month end close processes
- Proven expertise in Microsoft Office Suite with working knowledge of accounts payable system
- Deep understanding of procedures as it relates to assigned area of accounts payable
- Acquisition and development of talent to perform P2P functions

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

Sincerely,

Cameron Kuphal