

Supervisor, Accounts Payable Cover Letter

2246 Avery RowDennisview, RI 02379

Dear Parker Wehner,

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 to project managers and operational staff; responds to financial questions/concerns to meet business needs.

Please consider my qualifications and experience:

- Provide assistance to internal and external auditors and respond to official requests for information
- Provide support to the PtP team as necessary
- Support the overall goals of FSSC
- Actively contribute to embedding the continuous improvement mindset into the PtP organization by applying the Lean Sigma problem solving methodology, in line with the Enterprise Excellence strategy
- Have regular contact with the (local) finance organization to discuss status, identify and solve issues, and identify opportunities to add value to the business
- Act upon existing or new Medtronic policies and procedures impacting Purchase to Pay
- Experience using accounts payable expense management software, particularly Concur, is strongly preferred
- Experience with Great Plains, PaperSav, and Concur preferred

Thank you for considering me to become a member of your team.

Sincerely,

Rory Collins