

Supervisor, Accounts Payable Cover Letter

122 Wiegand PortNew Ediestad, WV 18754-3448

Dear Haven Mertz,

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

In my previous role, I was responsible for accounting assistance to departmental heads and management to respond to financial questions/concerns to meet business needs.

Please consider my experience and qualifications for this position:

- Reviewing accounting coding and processing invoices for accuracy
- Cross-training team members to broaden team knowledge and develop skill sets
- Prior experience in a processioning center environment preferred
- Computer competency with advanced proficiency with Excel
- Proficient in Microsoft office suite such as Outlook, Word and Excel
- Be a proactive advocate of change through analysis of the business processes
- SAP and PeopleSoft experience preferred
- Experience in managing a staff of 5+ associates

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Parker Schulist