

Accounts Payable Cover Letter Sample 1

Mark Jones

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Stan H. Smith

Acting Accounting Director

Financial Auditors of Greater New York

1411 S. Golf Lane Alley, New York, NY 59595

Dear Mr. Smith,

I recently came upon your employment posting in the Sunday edition of the Metropolitan Chronicle. I am extremely interested in the accounts payable job your organization currently has to offer. I possess over 12 years of experience working in accounts payable. I also have almost three years of basic auditing experience as a junior member at a local trade organization. As for educational background, I graduated from the University of New York with a degree in accounting in 1997.

I am currently employed as a lead accounts payable agent at Barkston Accounting on the corner of Sydney and Fifth at our downtown office. My primary responsibility consists of processing per diem travel expense payments for upper-level management members. In addition, I also help with reconciling expense account statements and ensuring that all receipts are scanned into our proprietary imaging software for tax purposes. I also routinely answer the rollover line for the accounting department and direct calls to the appropriate division. The last main portion of my duties consists of making backup electronic copies of financial statements.

During my tenure at Barkston Accounting, I have received multiple awards from my superiors. For starters, I have received the Perfect Attendance award for three consecutive years. In addition to being recognized for my commitment to punctuality, I have also received the Barkston Award For Excellence. This award is given to employees for consistently completing work that passes auditing with a 100 percent quality score. Finally, I have also been nominated as the Employee of The Month nine different times.

In addition to the numerous professional awards I have received, I also possess a wide range of skills that are quite useful in my position. I am well versed in several different computer programs. Some examples of programs that I am quite comfortable using include Microsoft Office, Outlook, Lotus Notes, and Quicken. I am also an experienced PowerPoint user as well. As far as computer operating systems go, I am equally comfortable working with Mac and Windows operating systems. If your building utilizes a large com system, I am also well versed in multiple PBX systems.

In conclusion, I look forward to hearing back from you and learning more about the job that your organization offers. I researched your company and liked the fact that all of your current board members started with the organization as basic employees. I feel that my level of professionalism and attention to detail will come in very handy to the continued success of your company. I also think that our work ethics will align nicely and will ultimately result in even greater efficiency within your department.

Sincerely,
Mark Jones