

Personal

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Accounts payable expert with attention to detail, accuracy, and timeliness in managing disbursement functions. Strong experience in higher education, manufacturing, and other industries with accountability for processing up to 25,000 invoices each month. Backed by credentials (Bachelor's in Accounting) and proficiencies with Microsoft Office Suite, SAP, ERP/EDI systems, and QuickBooks.

Work experience

Accounts Payable Specialist Sep 2018 - Present
TOR Accounting, Charlotte, NC

- Renegotiate payment terms with dozens of vendors and suppliers from Net 7 to Net 30 days for manufacturer emerging from bankruptcy to improve cash flow and quicker return to profitability.
- Manage the timely and accurate processing of up to 25,000 invoices per month for a multi-site company by assessing and closing A/P sub-ledger each month with validated content and resolved issues.
- Implement process automation and technologies, including new ERP and EDI systems, and train users as primary troubleshooter for efficiency gains.

Accounts Payable Clerk Mar 2015 - Sep 2018
ABC Corporation, Charlotte, NC

- Handled accuracy verification, maintenance, processing, and distribution of invoices while working with a nationwide group of supplies and vendors.
- Resolved months of backlogged work to restore organization and order to records and processes in disarray to solve billing issues and correct entry errors missed in the past.
- Provided company executives with A/P cash flow reports and liability summaries that were praised for timeliness, user-friendliness, and accuracy.

Education and Qualifications

Bachelor of Science in Accounting 2007 - 2011
University of North Carolina, Charlotte, NC

Skills

- Staff supervision & team building ● ● ● ● ● ●
- General ledger & journal entries ● ● ● ● ● ●
- AP management & processes ● ● ● ● ● ●
- Vendor management & negotiations ● ● ● ● ● ●
- Corporate bookkeeping & accounting ● ● ● ● ● ●

References

- Basil Livingstone** ABC Corporation
Available on request
- Carlie Lee** ABC Corporation
Available on request
- Shelby Stanville** University of North Carolina
Available on request