

Firstname Lastname

1-1 Somewhere St, City, Province • (111) 111-1111 • firstname.lastname@gmail.com

SUMMARY OF QUALIFICATIONS

Accounts payable and accounts receivable specialist with 10 years of professional experience. Maintains 100% accuracy in processing invoices. Expertise in financial reporting, reconciliations, data review, payroll processing, closings and general ledger. Handling changing priorities effectively as confirmed in performance reviews. Confidential and works well in a team environment as well as an individual specialist.

AREAS OF EXPERTISE

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|---------------------------|-------------------------|--------------------|
| • Accounts administration | • Customer service | • Microsoft Office |
| • Accounts receivable | • QuickBooks | • Excel |
| • Accounts payable | • Dynamics Great Plains | • PowerPoint |
| • Bank reconciliation | • SAP | • Outlook |

PROFESSIONAL EXPERIENCE

Accounts Payable Specialist: Company 1, City (contract)

Apr 2016 – present

Individual contributor utilizing SAP software for: reconciling processed work by verifying entries and comparing system reports to balances – 300-350 entries/month; reconciled and distributed payments to vendors by monitoring discount opportunities by paying on time or by date required; resolving purchase order, contract, invoice, or payment discrepancies and documentation; reimbursing employees by receiving and validating expense reports and requests for cash advances – 15-20 reports/month.

- Cleared up backlog of charging expenses to accounts and cost centers by analyzing invoice/expense reports on top of processing 100-120 invoices/month
- Eliminated backlog of outstanding memos - return goods authorization on top of 50-70 requests/month
- Praised by manager for catching cheque requisition mistakes
- Maintained petty cash with 100% accuracy

Accounting Administrator: Company 2, City

Jan 2007 – Nov 2014

Accounting team member performed following tasks using Dynamics Great Plains software: account reconciliations; handled credit card statements for senior management; processed payments of 100-120 invoices/month; records management by filing invoices – 1,000 invoices/month and expense reports – 40-60 reports/month, lease files – 150 files/month.

- Analyzed record of employee expenses, entered entries in the General Ledger to make sure expenses were valid business expenses, saving employer money on ineligible expense claims
- Achieved and maintained 100% accuracy posting 10,000-15,000 accounting entries/month and correcting mistakes
- Managed automated bank deposits for company of 150-200 employees with offices in different cities – 200-300 deposits/month to allocate amounts to correct customer accounts and to make sure discounts are taken 100% correctly
- Recognized by co-workers for mentoring and team support on new computer-related systems

Administrative Assistant: College, City

Sept 2004 – Apr 2006

- Customer service representative to students
- Applied knowledge of Word/Excel/PowerPoint/Outlook

EDUCATION

Payroll Administration Course: College, City

Sept 2015 – Dec 2015

Business Administration Diploma: College, City

Sept 2003 – May 2006

- Specialization in Accounting and Human Resources