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SENIOR ACCOUNTS PAYABLE CLERK

Offering broad experience well-suited for a position as a staff accountant

- Degreed in Accounting with nine years of accounts payable experience.
- Project oriented with advanced organizational, time management and problem-solving skills.
- Detail oriented with a keen ability to recognize and resolve accounting discrepancies.
- Diligent and determined; perform research to obtain missing information.

PROFESSIONAL EXPERIENCE

Johnson & Phillips, Lees Summit, MO

2001 to Present

Senior Accounts Payable Clerk

- Manage Accounts Payable Department for the U.S. subsidiary of this \$1.4B fashion label with 80 retail outlets worldwide.
- Hold supervisory responsibility for a staff of sixteen A/P clerks.
- Handle the checking and processing of several hundred invoices each week.
- Research accounting discrepancies to ensure all outstanding invoices are paid.
- Handle the posting and processing of payables to the AP system.
- Research PO's to verify authorization and serve as point person for clients and bank representatives to address and resolve all accounts payment matters.

Hanson's ComputerWorks, Bellsworth, MO

1987 to 2001

Accounts Payable Clerk

- Managed invoice processing for a portfolio of 100+ merchandise vendors.
- Built relationships with vendors, buyers, and internal supply chain contacts, resulting in ongoing business development and revenue growth opportunities.
- Handled the review and resolution of vendor disputes and aged items.
- Monitored and reported open EDI invoice problems and worked with EDI Coordinator to expedite outstanding payment.
- Maintained timely vendor account and payment data and reports.

EDUCATION

State College of Missouri
B.S. Degree in Accounting

COMPUTER SKILLS

Microsoft Word, Word Perfect, Excel, and Access
Quicken and Peachtree Accounting