

shelly townsend

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SENIOR ACCOUNTS PAYABLE CLERK

- Offers solid experience coordinating complex accounts payable functions for two companies.
- 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; performs advanced research to obtain missing information.

PROFESSIONAL EXPERIENCE

JOHNSON & PHILLIPS | Lees Summit, MO

2013 - Present

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.
- Review 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

2007 - 2013

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.
- Worked with EDI Coordinator to expedite outstanding payment.
- Maintained timely vendor account and payment data and reports.

EDUCATION

STATE COLLEGE OF MISSOURI
B.S., Accounting

COMPUTER SKILLS

Microsoft Word, Excel, and Access; EDI; Quicken; and Peachtree Accounting