

Robert Smith

Accounting Support Specialist

PERSONAL STATEMENT

Reviewed documents to ensure accuracy, completeness, and compliance with company requirements, Checking for accuracy, and enters approximately 3,000 vendor invoices per year for payment. The invoices must be coded and entered line by line into the vehicle maintenance management system.

WORK EXPERIENCE

Accounting Support Specialist

ABC Corporation - 2014 - September 2015

Responsibilities:

- Created a Standard Policy for Office Depot Orders.
- Designed P card purchasing form Created a ticketing system for all Office Depot Orders & P card Purchase Requests Created this ticket system through Finance SharePoint.
- Managed the workflow through Microsoft Outlook.
- Improved P Card Policy.
- Created p card training program through PowerPoint.
- Provided a P card Demo video/training for all P Card users.
- Eliminated the sorting & mailing of Invoices moved to all electronic billing systems.

Accounting Support Specialist

Delta Corporation - 2009 - 2013

Responsibilities:

- Matched invoices and credits to purchase orders using Oracle Accounting Software Processed refunds for customers when necessary Updated invoice and .
- Prepare Terms to Title for Escrow Coordinators Review Final HUDS and input Figures Complete Wire Transfers; prepare Sales Journals once loan is closed.
- Knowing I succeeded doing a role I never had done in my prior work history.
- And gaining more knowledge to take in future career paths.
- Skills Used the skills I demonstrated on a daily basis is to multi-task, and prioritize work assignments to get done in a timely manner.
- Calculates and confirms invoice payments submitted with account/client information databases Performs system research to reconcile invoices, .
- Government Accounting Position.

Education

Bachelor Of Arts

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Hr Policies &
Procedures, Accounts
Payable, Accounts
Receivables, Account
Reconciliation, Customer
Service , Employee
Relations, Organizational
Development, Six Sigma,
Procurement, Microsoft
Office Suite, Ariba, Sap,
Government Relations.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)