

# ROBERT SMITH

## Accounts Payable Processor IV

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

A results-oriented and self-motivated individual with extensive experience of 20 years in accounts payable processing and administrative assistant support. Strengths include organizational and planning skills. Proactive problem solver who can manage multiple projects and assignments flawlessly and simultaneously. Team player with effective communication with all levels of management, staff, and vendors. Flexible and quality driven with high integrity and a strong commitment to professionalism.

## EXPERIENCE

### Accounts Payable Processor IV

#### Gojo Industries Inc - AUGUST 1996 - OCTOBER 2014

- Audited, verified, and processed accounts payable invoices to resolve discrepancies which included EDI freight, hard copy invoices, expense reports, credit memos, vendor charges, and inter-company invoices. (for all companies that Gojo owned).
- Processed adjustments and maintained invoices on hold. Reviewed bill of lading for accuracy.
- Processes all payments (checks, direct deposit, and wires for all three companies owned by Gojo).
- Provided assistance to the other accounts payable processors after the upgrade in our ERP system from PRMS to SAP.
- Made airline reservations for our field sellers using company points and tracking the cost savings.
- Full-filled all SMA duties(subject matter advisor on the ERP transition team).
- Responsible for processing 100 plus invoices daily using oracle fusion spreadsheet upload feature.

### Administrative Professional

#### ABC Corp - 1994 - 1996

- Responded to correspondence; reviewed & summarized fiscal &/or operational &/or personnel reports. Researched & prepares data for budget inclusion.
- Assisted in writing budget justification. Monitored spending & maintained fiscal records; communicated decisions, directives &/or assignments to appropriate staff.
- Represented division or agency on inter-divisional task forces or committees. Reviewed & summarized reports on operations &/or fiscal &/or personnel activities
- Organized conferences, coordinated acquisition & maintenance of office machines such as telephones &/or copier &/or typing equipment)
- Performed secretarial tasks (e.g., prepares confidential

correspondence &/or reports, maintained confidential files.

- Maintains calendar &/or makes travel arrangements for supervisor, transcribed dictation &/or minutes of meetings, prepared payroll reports &/or timesheets)
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## **EDUCATION**

- High School Diploma - 1993(Field High School - Mogadore, OH )

## **SKILLS**

Invoice And Payment Transactions, Exceptional Organization, 1099 Knowledge, Concur Expense & Travel, Basic Excel Knowledge Microsoft Word, 10-Key, PRMS SAP