

ALEXANDER SCOTT

Consultant Accounts Payable Specialist

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PROFESSIONAL SUMMARY

Accomplished Accounts Payable Specialist with over 7 years of expertise in optimizing invoicing processes and enhancing vendor relationships. Demonstrated proficiency in financial compliance, invoice coding, and expense management. Committed to driving operational efficiency and accuracy in financial transactions, while consistently delivering value to dynamic finance teams.

WORK EXPERIENCE

Consultant Accounts Payable Specialist

📅 Apr / 2020–Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed accounts payable for five charter schools, ensuring accurate invoice entry and timely payment processing using Skyward and Smart Region III systems.
2. Maintained compliance with UFARS standards and updated coding practices annually according to Minnesota Department of Education guidelines.
3. Processed cash receipts and recorded various state and federal reimbursements to ensure accurate financial tracking.
4. Executed monthly bank reconciliations, verifying all transactions and maintaining financial accuracy using Excel.
5. Coordinated with auditors, providing necessary documentation and insights for successful annual audits.
6. Identified process improvements, enhancing efficiency in accounts payable functions and reducing errors.
7. Ensured accuracy in financial records by verifying payment discounts and managing vendor invoices effectively.

Accounts Payable Specialist

📅 Apr / 2018–Apr / 2020

Summit Peak Industries

📍 Denver, CO

1. Provided exceptional customer service, addressing transaction discrepancies effectively for Walmart store locations and vendors.
2. Collaborated within a team to meet production goals on a daily, weekly, and monthly basis.
3. Applied a process improvement mindset to enhance operational workflows, ensuring accuracy and efficiency.
4. Adapted quickly to changing processes, embracing continuous learning for complex tasks.
5. Utilized strong communication skills to resolve vendor and customer issues promptly.
6. Compiled and verified data with high accuracy, supporting financial reporting needs.

EDUCATION

Bachelor of Science in Accounting

📅 Apr / 2016–Apr / 2018

University of Minnesota

📍 Phoenix, AZ

Comprehensive coursework in financial accounting, auditing, and taxation.

SKILLS

Financial Record Keeping

Reconciliation Management

Vendor Relationship
Management

Customer Support And Issue
Resolution

ACHIEVEMENTS

- ★ Reduced invoice processing time by 20% through streamlined workflows.
- ★ Achieved 99% accuracy in vendor payments and reconciliations.
- ★ Implemented a new tracking system that improved financial reporting efficiency by 30%.