

Accounts Payable Supervisor

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Accounts Payable Supervisor with extensive knowledge and experience in accounts payable, receivable, general ledger accounting and collections. Expertise includes system conversion and staff training. Detail oriented professional with a passion for working with numbers and reconciling accounts. Strengths include highly developed analytical, problem solving, communication and teamwork.

Skills

Accounts Payable (10+ years), Supervisor (10+ years), Elite (10+ years), Great Plains (1 year)

Work Experience

Accounts Payable Supervisor

ABC Corporation - September 2013 - July 2015

- Handled daily A/P processes; supervised A/P clerks; manage vendor/supplier maintenance; and oversee the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.
- Maintain adherence to corporate, accounting and GAAP standards; address escalated issues from employees and vendors regarding accounts payable; and ensure accurate and compliant A/P files and records in accordance with company policies and government regulations.
- Responsible for leading as well as participating in process improvement efforts and root cause analysis for accounts payable.
- Report performance results monthly / quarterly on an accurate and timely basis.
- Prepare reporting for management in a time constricted environment.
- Perform monthly financial audits of the expense reports to ensure compliance with company policies.
- Prepare and process month end journal entries.

Accounts Payable Supervisor

ABC Corp - 2011 - 2013

- Supervised department of six
- Compiled weekly payment register for senior management/treasury
- Processed weekly payments in SAP and transmitted to bank
- Processed Intercompany invoices
- Performed reconciliations of both intercompany accounts and AP G/L
- Responsible for recording garnishment, payroll, healthcare and 401K entries.
- 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

Bachelor of Science in Accounting - (Strayer University - Memphis, TN) Certification in Elem
Education - 1993(Tennessee State University - Nashville, TN)