

# ROBERT SMITH

## Accounts Payable Supervisor

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Precise, detail-oriented accounts payable supervisor with sound judgment and decision-making skills. Experienced in full cycle accounts payable processes, managing vendor relations, accounts receivable, bank reconciliation, accruals, 1099 filings, and month end process.

## EXPERIENCE

### Accounts Payable Supervisor

#### ABC Corporation - MARCH 1993 - MARCH 2003

- Assisted in Quarterly Self-Assessment Audit of the Accounts Payable system.
- Used Alcoa Business System knowledge to resolve location problems and Implemented Best Practices for processes after thorough review of current process.
- Assisted in the implementation of Oracle Accounts Payable system, implementing over 200 locations in 1 year Assisted in initial phases of Oracle system testing and documentation.
- Performed testing to ensure proper functionality of application.
- Identification of gaps or bugs in Oracle system, assisted in documentation of issues and recommendation of solutions and assisted with testing for modifications to application.
- Verification of test data to ensure proper accounting.
- Perform monthly account reconciliation of received not vouchered account and monthly check reconciliation.

### ACCOUNTS PAYABLE SUPERVISOR

#### ABC Corporation - JUNE 2005 - AUGUST 2008

- Accountable for staff of Accounts Payable clerks responsible for processing all company payables including expense accounts, national and international shipper bills and all vendor invoices
- Resolve employee conflicts and concerns through coaching and disciplinary actions when warranted
- Responsible for managing the Accounts Payable department staff with regards to interviewing, hiring, scheduling, coaching and firing
- Evaluate employee performances using companys evaluation criteria and recommend pay rate increases
- Audit Chart of Accounts at month-end and year-end for accuracy and adjust through Journal Entries when necessary
- Manage the flow of the Petty Cash account, maintaining appropriate balance and replenishing as necessary.
- 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

- BA in Accounting - 2005(Robert Morris University - Pittsburgh, PA)Associates in Accounting - 1991(Sawyer School of Business - Pittsburgh, PA)

## SKILLS

Oracle 11i, PeopleSoft Accounts Payable, BPCS Mainframe, Vendor System-  
Mainframe, ProComm-Corp. Visa System, Kronos Payroll System, File Net Imaging  
System, Mellon I Telecash, PS/Query, Q&E, BIS/Discoverer Query Tool, Microsoft Word,  
Excel, PowerPoint, Access, Excellent Customer Service Skills,