

## Objective

Enterprising, Hard-Working, and Technically Skilled Accounting Operations Director known for accuracy, attention to detail and timeliness in managing a staff of up to 47 employees at one time, along with disbursement functions for diverse-industry employers. Accounting Operations career spans twenty three years of experience specializing in Accounts Payable and Accounts Receivable management.

## Skills

JD Edwards (2 years), Yardi (2 years), Powerpoint (7 years), Word (7 years), Great (Less than 1 year)

## Work Experience

### Accounts Payable Supervisor

**ABC Corporation** - October 2008 – March 2011

- Manage staff of approximately nineteen employees in processing large volume of payables activity.
- Review various reports to assess status of vendor accounts.
- Coordinate / facilitate communication with vendors to resolve any disputes or discrepancies; coordinated internal processes / procedures to ensure vendors are paid timely.
- Ensured the Company takes advantage of early pay discounts while effectively managing cash flow from Payables perspective.
- Ensured all deductions for returns / offsets are posted completely and timely.
- Coordinate compilation / issuance of weekly reporting related to Accounts Payable operations metrics for management analysis; review weekly reporting to assess efficiency and effectiveness of department operations and address any issues.
- Interact with MIS on open projects aimed at increasing automation and efficiency in Accounts Payable workflow; work as an advocate for the department to ensure these projects are being actively worked and completed timely.

### Accounts Payable Supervisor

**ABC Corporation** - May 2005 – August 2006

- Accounts Receivable Clerk, 5/05 to 8/06 Promoted to supervise accounts payable operations for Home Depot division.
- Payment of invoices, proofing of checks and communication with outside vendors
- Participated in planning/implementing business policies and procedures to ensure proper internal controls, including adherence to budget control and compliance with tax requirements
- Provided effective management of payables service primary backup to accounts receivable manager
- Assumed expanded responsibilities (concurrent with A/P duties) as A/P manager and payroll administrator
- Formally recognized by Home Depot administration for injecting improvements into recordkeeping/controls that reversed a history of missed payment deadlines, lost invoices and lack of proper authorization on expenditures
- Rebuilt trust with vendors/suppliers, repairing damaged relationships by ensuring timely, correct payments for all goods/services received

## Education

Bachelor of Arts in Psychology - (California State University)