

ROBERT SMITH

Sr. Accounts Payable Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To use my interpersonal, accounting and organizational skills and experience to accomplish administrative goals. I seek a position with challenges and increasing responsibilities that provide the potential to grow.

CORE COMPETENCIES

Accounts Payable (10+ Years)

PROFESSIONAL EXPERIENCE

Sr. Accounts Payable Supervisor **ABC Corporation - July 2005 – September 2006**

Key Deliverables:

- Responsible for all day to day operations of the retail Accounts Payable department, including ensuring timely payment of company utilities, retail vendor & service vendor invoices, departmental hiring and disciplinary actions, and employee reimbursements.
- Implemented updated A/P procedures and processes to accommodate company growth.
- Restructured vendor master files for accurate reporting for 1099 compliance and reporting.
- Participated in the implementation of new Chesapeake reconsolidation software.
- Trained new employees to comply with A/P procedures. maintained account ledgers by verifying and posting account transactions.
- Streamlined accounting polices and procedures to reduce errors and omissions.
- Monitor all aspects of accounts payable opex and purchase order invoicing.

Accounts Payable Supervisor **ABC Corporation - 1991 – 2005**

Key Deliverables:

- Responsible for day to day operations of the Accounts Payable department, including timely payment and invoice processing, which included between 200-500 invoices received daily with a team of four A/P specialists.
- Key Results Supervised a team of four A/P specialists on site and five A/P employees at remote offices.
- Helped strategically implement new A/P financial processes and procedures Company wide.
- Actively participated in the implementation of Sarbanes Oxley audit guidelines for company compliance.
- Extensive audit experience with corporate audit teams.
- (Pricewaterhouse, Ernst & Young) Maintained and monitored vendor master file.

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- Trained and mentored new and acquired employees (thru company acquisitions) to comply with A/P processes.

EDUCATION

Bachelor's in Business/accounting - 2013(SOUTHERN NAZARENE UNIVERSITY - Bethany, OK) Associates in Business - (ROSE STATE COLLEGE - Midwest City, OK)

