

Robert Smith

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Accounts Receivable/Accounts Payable Supervisor

SUMMARY

Precise, detail-oriented Accounts Payable Supervisor with sound judgement and decision making skill. Experienced in A/P processes and managing vendor relations.

SKILLS

Quickbooks (6 years)

WORK EXPERIENCE

Accounts Receivable/Accounts Payable Supervisor

Bowl America, Inc - February 2011 - Present

- Executed accounts receivable reporting enhancements and reconciliation procedures.
- Processed invoices per month for a large-scale organization.
- Reduced time and costs and increased efficiency by introducing new accounting procedures.
- Maintained accounts receivable documentation electronically and on paper.
- Type hand checks for the weekly transfer of funds for payroll using the proper accounting procedures and documentation.
- Balance voucher control sheets monthly to be reviewed by management. Process payroll to be distributed to employees.
- Processed month end close accruals and prepared reconciliations for various general ledger accounts.

Accounts Payable Supervisor

ABC Corporation - July 2010 - Present

- Supervise staff and coordinate weekly AP check runs
- Process, review, and post accounts payable batches within designated timeframes
- Review accruals and enter month-end journal entries
- Review and run monthly financial statements for Controller and CFO.
- Implement new policies and procedures for the Accounts Payable department
- Implement and integrate new accounting system from QuickBooks to NetSuite.
- Managed a staff of seven accounting personnel monitoring daily invoice processing.

EDUCATION

High School Diploma - (Gar-Field Senior High School - Woodbridge, VA)