

ROBERT SMITH

Corporate Accountant & Accounts Payable Supervisor

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

SUMMARY

Accounts Payable Supervisor with solid experience providing accounting and supervisory services to large organizations. Skills include cash disbursements, reporting on weekly, monthly and end-of-year reporting, compliance and maintaining accounting files. Easy communication style helps build or maintain relationships with department team, management and customers. Able to achieve efficiency quickly.

CORE COMPETENCIES

Program Implementation, Office Operation/Management, Full Service Bookkeeping, Financial Reporting.

PROFESSIONAL EXPERIENCE

Corporate Accountant & Accounts Payable Supervisor

ABC Corporation - 2009 – 2012

Key Deliverables:

- Managed day to day operations to set and balance firm priorities.
- Prepared and presented statistical variances reports to all levels of the management team.
- Developed, monitored and managed cash flow schedules of payable, collections, and billing.
- Established internal financial controls regarding expenditures, bank reconciliations, cash receipt disbursements, wire transfers, payroll and expense reimbursement. Prepared and reviewed W-9 and 1099 forms.
- Ensured firm was in compliance with the Sales and Use Tax regulation. Managed billing and collections.
- Responsible for successful completion of all department duties, including vendor payment and deduction inquiries.
- Developed and implemented new a/p processes for cras accounts payable specialists.

Accounts Payable Supervisor

ABC Corporation - October 2005 – January 2007

Key Deliverables:

- Manage accounts payable staff (9 people) in fast-paced, high volume environment
- Provide leadership, guidance, coaching and training Approve and post A/P entries Initiate foreign currency wires Ensure timely and accurate payment of invoices utilizing all discounts Aid Accounting Assistants to reconcile received inventory to invoices
- Identify and rectify issues Aid Accounting Assistants to review and reconcile vendor statements
- Identify and rectify issues Manage the resolution of escalated vendor/payment issues
- Developed report for monthly analysis of A/P invoice processing to ensure an even distribution of work, allow for improvements to A/P function and set clear objectives

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Calculate capitalized expenses for first cost private label merchandise Month end accruals for trade and non-trade invoices/merchandise received Monthly reconciliation of G/L accounts Assist with month end close and the resolution of issues identified

- General office duties Software used Great Plains, Site Manager, Excel, Microsoft Word
- Processed all checks for payables, expense reports, etc. Using Quickbooks.

EDUCATION

- M.B.A. in Business Management - (University of Phoenix)