



JACKSON TURNER

Accounts Payable Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Audit Support



Tax Compliance



Microsoft Word Proficiency



Powerpoint Presentations



Financial Data Analysis



Budget Oversight



INTERESTS

🦋 Birdwatching 🏠 Traveling

📅 Sports Coaching 🏆 Knitting

STRENGTHS

🔗 Pragmatism 🍃 Sensitivity

💖 Sincerity 📌 Stability

LANGUAGES



English



Arabic



Russian

ACHIEVEMENTS

🌟 Successfully reduced invoice processing time by 25% through process optimization.

🌟 Managed vendor relations leading to a 15% improvement in payment terms.

PROFESSIONAL SUMMARY

Accomplished Accounts Payable Analyst with 5 years of comprehensive experience in managing invoice processing, vendor relations, and financial reporting. Expertise in streamlining payment processes and ensuring compliance with accounting standards. Excited to apply my analytical skills and meticulous attention to detail to enhance operational efficiency in a dynamic finance environment.

WORK EXPERIENCE

Accounts Payable Analyst

📅 Mar / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Reviewed purchase orders and invoices for accuracy and compliance.
2. Executed payment runs via checks, ACH, and wire transfers as needed.
3. Performed monthly financial statement account analysis, recording necessary adjustments to maintain accuracy.
4. Prepared bank reconciliations, monthly accrual reports, and aging reports, analyzing these financial documents to enhance payment efficiency.
5. Monitored aging reports to ensure timely payment of outstanding invoices.
6. Provided comprehensive accounting advice to departments regarding budget and vendor-related issues.
7. Coordinated cash deposits for the ticketing office and reconciled funds from events held at Washington Convention Center.

Recording Specialist

📅 Mar / 2020-Mar / 2021

Summit Peak Industries

📍 Denver, CO

1. Utilized in-house software to create checks and accurately pay recording and transaction fees.
2. Calculated and processed tax payments in compliance with state and county regulations.
3. Conducted daily audits of financial discrepancies, ensuring timely resolutions.
4. Maintained and updated client data in Excel spreadsheets for accuracy.
5. Performed monthly reconciliations on mortgage accounts to ensure accurate payment processing.
6. Acted as a liaison between clients and county recorders, resolving cash payment and recording issues.

EDUCATION

Bachelor of Science in Accounting

📅 Mar / 2019-Mar / 2020

University of Texas

📍 Phoenix, AZ

Focused on financial reporting, budgeting, and accounts payable processes.