

AP Clerk

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Ambitious, well-organized Accounts Payable Clerk able to effectively prioritize workloads to meet rigid deadlines. Possessing a strong orientation to detail and good organizational skills, strong analytical skills, excellent communication skills (written and verbal), efficient, highly-motivated, and assertive with excellent accurate and thorough follow-through skills.

Skills

MS Office, Word, PowerPoint, Excel, Outlook, Quickbooks, SAP, Epicor, And SAGE.

Work Experience

AP Clerk

Accountemps - 1990 - Present

- Currently supporting the accounting department by processing invoices, purchase orders, expense reports, and resolving invoice and purchase order discrepancies.
- Processing credit card statements. Reviewing and researching vendor statements using Sage software.
- Responsible for supporting the accounting operations of the business by processing invoices, expense reports, making payments and resolving queries.
- Duties included handling telephone inquiries relating to accounts payable issues. Corresponding with vendors and respond to inquiries. Resolving billing discrepancies.
- Supporting the accounting operations of the business by processing invoices, purchase orders, expense reports, making payments and resolving queries.
- Processing credit card statements and check runs. Reviewing and research vendor statements.
- Responsible for supporting the accounting operations of the business by processing invoices, purchase orders, expense reports, making payments and resolving queries.

Accounts Payable Clerk

Technica LLC - 1980 - 1990

- Matched purchase orders to vendor invoices using the Microsoft AX system.
- Checked to ensure data on both forms were correct before submitting to post invoices.
- Added freight and miscellaneous costs on purchase order if within an allowed tolerance.
- Kept in contact with the buyers if there were any discrepancies that could not be diagnosed and fixed.
- Ensured that payments are paid in a timely manner to ensure that the company qualifies for any rebate available.
- Created spend reports for each location and sometimes by the vendor to ensure staying within budget.
- Entered at least 100 to 150 invoices on a daily basis with minimum to no errors.

Education

High School Diploma in General Education - January 1975 to January 1979(Monrovia High School - Monrovia, IN)