

# CHARLOTTE HARRIS

## Accounts Payable – AP Clerk

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### PROFESSIONAL SUMMARY

Accounts Payable professional with 2 years of experience in processing invoices and managing vendor accounts. Skilled in maintaining financial accuracy, reconciling accounts, and ensuring timely payments. Adept at optimizing workflows to enhance operational efficiency and support organizational objectives.

### WORK EXPERIENCE

#### Accounts Payable – AP Clerk

📅 Apr / 2024–Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Reconciled and processed employee travel and business expense reports using Concur and Netsuite.
2. Efficiently managed payments for 500 multi-currency invoices, ensuring accuracy in transactions.
3. Collaborated with management to review wires and reconciliations, including oversight from CFO.
4. Supported month-end and year-end close processes by preparing journal entries and reconciling accounts payable sub-ledger.
5. Conducted ad hoc analyses for departments including finance and payroll.
6. Updated vendor information promptly, ensuring integrity in the accounting system.
7. Matched invoices to payments, preparing documents for executive signature while maintaining filing systems for paid and unpaid vouchers.

#### AP Clerk

📅 Apr / 2023–Apr / 2024

Summit Peak Industries

📍 Denver, CO

1. Entered accounts payable vouchers and expense reports accurately into the system.
2. Printed and organized invoices, expense reports, and financial statements for review.
3. Maintained a systematic filing system for accounts payable and general accounting documents.
4. Scanned and distributed accounts payable documents via email and fax as needed.
5. Assembled checks and accompanying documents for timely mailing to vendors.
6. Reconciled vendor statements and addressed discrepancies to ensure accuracy.

### EDUCATION

#### Associate of Applied Science in Accounting

📅 Apr / 2022 – Apr / 2023

Springfield Technical Community College

📍 Toronto, ON

Gained foundational knowledge in accounting principles and practices.

### SKILLS

Vendor Invoice Verification



Expense Report Review



Sap Financial Management



Internal Controls



Financial Analysis



Cost Control



### INTERESTS

👤 Volunteering

👤 Blogging

🔨 Woodworking

✈ Travel

### STRENGTHS

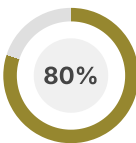
📅 Planning

👍 Confidence

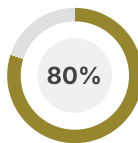
💡 Ingenuity

👍 Willingness

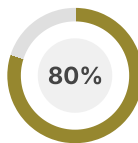
### LANGUAGES



English



Spanish



Mandarin

### ACHIEVEMENTS

★ Streamlined invoice processing, reducing payment cycle time by 20%.

★ Successfully managed vendor relationships, resolving disputes and enhancing collaboration.

★ Achieved 98% accuracy in invoice entry and reconciliation over two years.