



# LIAM ANDERSON

AP Coordinator

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## PROFESSIONAL SUMMARY

An accomplished Accounts Payable Coordinator with 2 years of hands-on experience in managing invoices and vendor relationships. Skilled in ensuring compliance and accuracy in financial transactions, I focus on optimizing payment processes to enhance operational efficiency. I am dedicated to supporting organizational goals and fostering strong partnerships with vendors.

## WORK EXPERIENCE

### AP Coordinator

Seaside Innovations

📅 Mar / 2024-Ongoing

📍 Santa Monica, CA

1. Managed daily banking, accounts payable, and accounts receivable functions to ensure financial accuracy.
2. Coordinated with the Controller to align accounting practices with company objectives and cash flow projections.
3. Executed weekly and month-end integration of banking, AP, AR, and general ledger accounts.
4. Addressed vendor inquiries and resolved discrepancies efficiently.
5. Communicated financial policies effectively to ensure compliance across departments.
6. Supported management in daily accounting operations to meet financial goals.
7. Prepared and analyzed financial reports, including payment schedules and budgets.

### AP Coordinator

Silver Lake Enterprises

📅 Mar / 2023-Mar / 2024

📍 Seattle, WA

1. Processed vendor invoices in a Fortune 500 recycling company, ensuring timely payments.
2. Managed payroll for 425 employees, verifying data and maintaining accuracy.
3. Organized AP testing logistics for various departments, ensuring smooth execution.
4. Coordinated testing setups and schedules, streamlining department operations.

## EDUCATION

### Bachelor of Science in Accounting

University of Phoenix

📅 Mar / 2022-Mar / 2023

📍 Chicago, IL

Focused on financial management, accounting principles, and compliance regulations.

## SKILLS

Microsoft Word

Financial Planning

Financial Analysis

Attention To Detail

Time Management

## INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

## STRENGTHS

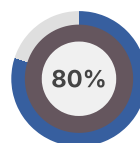
😊 Politeness

🚩 Determination

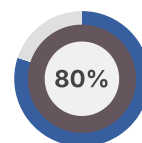
🦅 Ambition

✅ Dedication

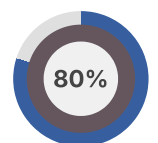
## LANGUAGES



English



Dutch



Swahili

## ACHIEVEMENTS

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

★ Enhanced vendor relations, resulting in a 15% improvement in payment terms.