



EVELYN WHITE

AP Coordinator

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PROFESSIONAL SUMMARY

Accounts Payable Coordinator with 5 years of dedicated experience in financial management, invoice processing, and vendor relationship enhancement. Specializing in maintaining compliance and accuracy, I strive to optimize payment workflows and drive operational efficiency. My analytical skills and commitment to excellence contribute significantly to organizational financial goals.

WORK EXPERIENCE

AP Coordinator  Mar / 2022-Ongoing
WidgetWorks Inc.  Denver, CO

- 1. Executed daily and monthly accounts payable procedures for operational and resident accounts with high accuracy.
- 2. Addressed inquiries and concerns from families and residents to ensure satisfaction.
- 3. Collaborated with the payroll department to support timely processing.
- 4. Managed incoming correspondence, ensuring proper distribution to staff and residents.
- 5. Coordinated with SSA for compliance on resident reporting requirements.
- 6. Compiled and analyzed monthly reports for corporate oversight.
- 7. Monitored and maintained office supply inventory for multiple departments.

AP Coordinator  Mar / 2020-Mar / 2022
Summit Peak Industries  Denver, CO

- 1. Processed accounts payable using a three-way matching system for invoices, ensuring accuracy.
- 2. Reviewed and coded invoices and expense reports, inputting them into financial systems.
- 3. Delivered exemplary customer service via phone and email for prompt resolution of inquiries.
- 4. Maintained up-to-date W-9 files for all vendors.
- 5. Keyed invoices with purchase orders into PeopleSoft, enhancing tracking.
- 6. Prepared vendor purchase orders, matching invoices for payment approval.

EDUCATION

Bachelor of Science in Accounting  Mar / 2018-Mar / 2020
University of Texas  Portland, OR

Focused on financial management and accounting principles.

SKILLS

Microsoft Excel Proficiency

Document Management

Erp Systems

Bank Statement Reconciliation

Deadline-oriented

Journal Entries

INTERESTS


 Gaming


 Public Speaking


 Architecture


 Fashion

STRENGTHS


 Empathy


 Competitiveness


 Teamwork

 Fairness

LANGUAGES

 English

 French

 German

ACHIEVEMENTS

- ★ Reduced invoice processing time by 20% through streamlined workflows.
- ★ Achieved 98% accuracy in financial reporting, enhancing compliance.
- ★ Successfully managed vendor relationships, resulting in a 15% reduction in payment discrepancies.