Senior Accounts Payable Specialist

ROBERT SMITH

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Objective

Accomplished Senior Accounts Payable Specialist with over 19years of experience in management and reporting. Manager and leader who is exceptionally detailed, highly organized and self-motivated with a strong history of success in leadership roles. Possess the ability to empower and engage others with a positive and contagious attitude and foster cohesive business environments. Consistently leverages organizational capabilities to facilitate well run and streamlined office operations.

Skills

Concur, Oracle, Jd Edwards, Lawson, Excel, Word, Powerpoint, Peoplesoft, Peoplesoft, Cognos, Perceptive Software, Supervisor.

Work Experience

Senior Accounts Payable Specialist

ABC Corporation - October 1994 – September 2002

- Led the design, implementation, training, and management of the Concur Expense Management software for a company with 130,000 plus employees.
- Worked directly with Concur Support to make relevant data to the companys financial system in order to accurately record expenses.
- Developed Cognos reporting from the company for financial reporting and monthly reconciliation.
- Business Lead for the design and implementation of the financial institutions credit card program.
- Improved the process of petty cash replenishment by automating through Concur.
- Provided weekly metric updates to department director and vice president regarding employee reimbursements and credit card programs.
- Audited and processed employee expense reports for accuracy and compliance with internal policies.

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ABC Corporation - 1993 – 1994

- Maintained vendor accounts, reconciling income, cost, and balance statements, recording journal entries for international and domestic vendors and customers.
- Reconciled quarterly accounts payables in compliance with the general accounting practices and procedures; Processed, reconciled, and distributed weekly account payments.
- Acted as the liaison between purchasing and vendors to resolve financial disputes.
- Prepared commission and royalty disbursements; reconciled freight expenses; sorted incoming mail, reviewed invoices and purchase orders for price discrepancies; assisted in month-end closing.
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Education

Bachelors of Science - 1991 (CINCINNATI STATE UNIVERSITY - Cincinnati, OH)

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