

John Doe


Accounts Payable Specialist

Experienced accounts payable specialist with a rigorous focus on accuracy and automation to improve the efficiency of the accounts payable function. Looking to leverage this expertise to lead accounts payable at Acme Company.

Brooklyn, NY

(123) 456-7890

stephen@beamjobs.com

 [LinkedIn](#)

Work Experience

BARK

Accounts Payable Specialist

Aug 2018 - current, New York, NY

- Accurately coded and processed all vendor invoices and matched invoices to POs and receiving documents
- Managed the accounts payable inbox responding to inquiries of vendor activity, invoice statuses, past due issues, and statement reviews
- Reconciled expense reports and coded expenses to the proper general ledger (GL) code in compliance with the company travel policy
- Assisted accounts payable manager with month-end accruals
- Reconciled vendor statements and promptly investigated and corrected any discrepancies

TransPerfect

Accounting Internship

April 2017 - August 2017, New York, NY

- Ensured time and accurate processing of invoices and reduced error rate by 45%
- Received and reviewed purchase orders, check requests in compliance with financial policies, procedures, and contractual requirements
- Established daily reporting related to accounts payable reducing manual reporting work by 10 hours per week

Skills

- QuickBooks
- Microsoft Excel
- Accounts Payable
- Financial Reporting
- GAAP Accounting Principles
- Expense Reporting

Education

University of Pittsburgh

Bachelor of Arts, Accounting

2014 - 2018, Pittsburgh, PA

Relevant courses: Financial Accounting; Managerial Accounting; Intermediate Financial Reporting; Accounting Information Systems; Individual Tax Accounting & Planning