

## ACCOUNTS PAYABLE AP - (CREDITORS) SUPERVISOR

### Summary

Self-motivated Accounts Payable Specialist offerings a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive accounts and clerical knowledge.

### Highlights

- Accounts payable professional
- Strong communication skills
- Expert in customer relations
- Effective time management
- Attention to detail
- Resolve outstanding issues timely
- Develop and implement systems, policies and procedures

### Accomplishments

Reduced credit card expenses processed on in-house system from ZAR 2.2 million to ZAR 4.96

Reduced the unresolved queries on accounts from 48 months to 30 days

Negotiated early settlement discounts with vendors

### Experience

Accounts Payable AP - (Creditors) Supervisor

March 2013 to December 2015 Company Name - City , State

- Full function AP (creditors) supervision - managing AP staff office.
- Approval of AP reconciliations - authorization of payment of supplier accounts Ensure that all tax invoices submitted for payment comply with requirements.
- Update reconciliations due list on Excel & hand to relevant AP associate to balance with his / her list.
- Approve list of suppliers to be paid & hand over to AP associates to load for payment
- Analysis of terms and conditions of potential vendors Schedule training for staff members.
- Ensure good communication in order that all persons are fully aware of their duties and responsibilities by sending e-mails and also verbally communicating any changes / possible problems as and when they arise.
- Communicate with other teams / managers regarding any queries or problems that could cause suppliers accounts not being paid.
- Full responsibility for reconciliation of key vendor accounts and travel Credit Card statement.

### Lease Administrator

November 2012 to February 2013 Company Name - City , State

- Manage lease agreement database.
- Compile World Screening checks / forward details and results to corporate office.
- Create "Offer to Renew Lease Agreement" for landlords once World Screening clearance reports are received.
- Liaise with leasing administrators regarding renewal of lease agreements.
- Draw up standard lease agreements to renew leases.
- General activities and duties in the leasing office.

### Utilities Manager

October 2009 to October 2012 Company Name - City , State

- Manage City utility / property rates and tax charges to residential and commercial buildings - correct tariffs.
- Liaise and meet with City officials regarding charges.
- Lodge applications to have tariffs changed and accounts credited.

- Meet with sub-meter reading companies on a monthly basis, check and update on all issues and issue new instructions.
- Liaise with area managers and caretakers / building managers regarding any problems with utility meters in the buildings.
- Issue instructions.
- Approve / decline meter replacements.
- Investigate & complete tenant queries when escalated to me.
- Assist municipal Accounts Payable Department with training on capturing, processing, reconciling and payment of municipal accounts.
- Report to senior management on weekly basis.
- Temp Work.

Supervisor

July 2009 to August 2009 Company Name - City , State

- Temping as AR associate, processing reconciliations.
- Reconciling company accounts.

Accounts Payable AP - (Creditors) Supervisor

January 2008 to June 2009 Company Name - City , State

- Full function AP supervision of AP staff office and also reconciling of certain accounts Checking work of subordinates / reconciliation balances with the supplier statement and our system.
- Hand back any reconciliations that have errors or do not comply with corporate governance and company policy.
- Approve list of suppliers to be paid & hand over to associate to load for payment Schedule training for staff members.
- Schedule monthly POP (performance ownership program) meetings.
- Facilitate good communication in order that all persons are fully aware of their duties and responsibilities - communicating any changes / possible problems as and when they arise.
- Career Summary My extensive financial experience, together with several notable achievements, will ensure that the skills I bring to an organization will contribute to growth and success.
- Professional skills Administration Ensuring that data is accurate and stored in a manageable format as required by company standards and policy.
- Verification of AP reconciliations, including that they are processed on time to maximize discount.
- Managing debtor's book to ensure payments are received on time.
- Monitor and manage age analysis to keep within limits set by management.
- Records are secure and accurate, but available for Corporate Governance and audit purposes.
- Handling all verbal/written communication and representing the Company in a professional manner.
- Management / Supervision Leading a team and being responsible for team output and performance Establish and maintain a team environment, while encouraging all to participate and contribute.
- Operating within a diverse environment in a way that all team members feel that they are important and can contribute to our success, and enjoy the benefits of that success.
- Being a liaison where necessary between the team individually and collectively to senior management.

Accounts Payable (Creditors) Clerk

November 2003 to December 2007 Company Name - City , State

- Generate purchase orders on Navision system
- Check that all tax invoices comply with SARS requirements.
- Process tax invoices on Navision system
- Ensure tax invoices are approved by relevant managers as per limit of authority
- Match tax invoices to supplier statements
- Follow up on outstanding tax invoices / queries with supplier / responsible person. Confirm follow up conversations with e-mails / faxes.

- Reconcile accounts on Navision system to statements received and batch documents according to statements.
- Update payment list on Excel & check that banking details / payment limits are correct. Alternatively, advise the cashbook clerk of changes required
- Hand reconciliations (complete document packs) to supervisor for approval
- Balance payment list (Excel) and payment journal (Navision).
- Prepare COD payments twice weekly when required
- Update balance score card & file with supporting documentation in scorecard file for performance appraisals.

Accounts manager

March 2003 to November 2003 Company Name - City , State

- Full function accounts payable and accounts receivable
- Reconcile accounts
- Prepared payment run checks and remittance advices
- Resolve account queries
- Full function debtors
- Process waybills for invoicing
- Ensure all invoices & statements are delivered to customers timeously
- Collection of debtors payments
- Wages & salaries
- All Banking
- Petty cash
- Control fuel account
- Reconcile all accounts with auditors monthly

Education

Certificate in Practical Accounting : Accounting , 2006 Damelin Business School - City , State , South Africa

Certificate in Basic Bookkeeping : Accounting , 2006 Damelin Business School - City , State , South Africa

Certificate in Sectional Title Management : Sectional Title Management , 2011 University of Cape Town - City , State , South Africa

High School Diploma

Certifications

Computer literate in MS Word, Excel (Advanced) Brilliant Accounting, Quick Books, other accounting software, and MDA (Property Management Program/System)

Additional Information

- Accounts Payable AP - (Creditors) Manager Glendale, CO Authorized to work in the US for any employer

Skills

- Audit and process vendor invoices ensuring timely and accurate payments.
- High volume with complex processing
- Investigate and resolve problems associated with processing of invoices
- Handle all vendor correspondence via phone or email
- Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
- Manage vendor information and setup.
- Develop, implement and maintain AP systems, procedures and policies.
- Full responsibility for reconciliation of key vendor accounts and travel Credit Card statement.