I have eight months of work experience in the accounts payable department at Maxxam Analytics. Through this position, I demonstrated my detail-oriented abilities while efficiently processing invoices through Sage 300 ERP (AccPac). Here are some things I accomplished as an Accounts Payable Intern:

* Processed manual and purchase order invoices with strong accuracy
* Ensured invoices were properly coded and approved before sending out payment
* Prevented delays in payment by double checking all vendor addresses, unsigned cheques, invoice numbers, and dollar amounts
* Checked receipts and obtained authorization of invoices and payments processed
* Ensured mathematical accuracy of all subtotals, Federal and Provincial tax amounts, and final dollar amounts
* Quickly and accurately performed data entry
* Effectively communicated internally with the Accounting division team members and externally with customers and addressed their inquiries in a professional manner
* Checked and fixed discrepancies while entering invoices into Sage 300 ERP (AccPac)
* Took care of administrative duties as needed, while managing priorities efficiently
* Requested address updates and submitted new vendor updates to supervisor as needed
* Efficiently matched invoices to 150+ cheques in one sitting
* Maintained filing for 4 different company databases in both open payable cabinets and paid cabinets
* Implemented improvements to operations of the Accounts Payable team by assisting with organization of filing system and other projects
* Worked in an efficient manner while staying well organized on top of 4 different company databases in both Canada and the U.S.