John. S. Tarpeh

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|  | **Career Profile** |  |

**ACCOMPLISHED ACCOUNTS PAYABLE SPECIALIST** **/ AP SPECIALIST** offering a solid educational background over 12 years in the industry and a strong record of performance in Auditing, Data Entry, Invoicing, Payment Cycles and necessary software to reconcile books on daily, monthly and quarterly schedules. Significant Qualifications include:

* Working in the accounting industry for accounts payable activities for multiple companies.
* Strong analytical, organizational, communication and interpersonal skills.
* Extensive experience in business development through reconciliation on daily, monthly, quarterly, and annual schedules.
* Comfortable with new software programs utilized to ensure accurate figures as applicable.
* Maximize opportunities and delivering results.
* Excel in research and development, tracking results and setting new critical schedules.
* Continually achieving high levels of productivity and efficiency through planning, prioritizing and multi-tasking.
* Providing total commitment to colleagues, clients and the organization as a whole.
* Interacting well with people at all levels regardless of their cultural, economic or social backgrounds.

EXPERIENCE:

**ACCOUNTS PAYABLE SPECIALIST** Apr- 2010 – Present  
CBFS – Newington, CT Processing 1200 Invoices weekly

Complete audits and Processes Invoices. Verify mathematical Accuracy. Review for proper approvals and conformance to policy. Determines proper account distribution and allow ability of cost for government contracting. Reviews to ensure capital expenditures are properly treated. Performs data entry, verification and verifies signatures and prepare checks for mailing. Reviews and process employee travel reports and responds to inquire from employees regarding reimbursements. Maintains and reconciles accounts and prepares various schedules for audit/annual tax reporting.

* Ensured proper tax treatment for sale/use, form 1099, relocation and other charges.
* Performs other duties as may be assigned by management.
* Researches Question from management/ project sites. File all A/P Invoices monthly.
* Bank Reconcilation

**ACCOUNT PAYABLE SPECIALIST**

CHEMTURA CORP May-09-Dec-10

Audit invoices and expense reports to validate approvals and coding, check for sales tax, verify PO (if applicable), and review documentation per invoice entry guidelines.  Review past due balances.  Follow up with requestors on missing information. Complete data entry of invoices and expense reports with a high degree of accuracy per invoice entry guidelines. Vendor Setup and ongoing maintenance of vendor address book. Process weekly checks, wires, and ACH cycles per pay cycle guidelines.  AP Mailbox – Manage AP mailbox internal and external customer inquiries by working 1-2 hours per day to respond to requests and inquiries.  Respond in a courteous and professional manner with a resolution or (at a minimum) status within 3-4 business days. Respond in a courteous and professional manner with a resolution or (at a minimum) status within 2 business days for phone calls and in person inquiries. Process annual 1099’s per 1099 Process guidelines Affiliate Invoices – Process affiliate invoices as back-up when needed to primary, following invoice entry guidelines.  Perform process at least once quarterly. Purchase Orders (POs) – Process purchase requisitions as back-up when needed to primary per current guidelines, including auditing and keying POs, follow ups with vendors and requestors, and notifying vendors and requestors of PO information.(Future online process guidelines TBD.) Working to resolve vendor statement issues, invoices on hold, invoice approval follow ups, etc.

* Work with management to determine reporting needs and provide reports and other payment information as necessary during month and quarter end cycles.
* Toiled to resolve vendor statement issues, invoices on hold, invoice approval follow ups, etc.
* Processed 700 invoices weekly using SAP 6.0

**ACCOUNT PAYABLE SPECIALIST**

GEOEYE- Sterling , VA Dec-08-Apr-08

Audit invoices and expense reports to validate approvals and coding, check for sales tax, verify PO (if applicable), and review documentation per invoice entry guidelines.  Review past due balances.  Follow up with requestors on missing information. Enter invoices and expense reports with a high degree of accuracy per invoice entry guidelines. Vendor Setup and ongoing maintenance of vendor address book. Process weekly check, wire, and ACH cycles per pay cycle guidelines.  Manage AP mailbox internal and external customer inquiries by working 1-2 hours per day to respond to requests and inquiries.  Respond in a courteous and professional manner with a resolution or (at a minimum) status within 3-4 business days. Respond in a courteous and professional manner with a resolution or (at a minimum) status within 2 business days for phone calls and in person inquiries. Process annual 1099’s per 1099 processing guidelines. Process affiliate invoices as back-up when needed to primary, following invoice entry guidelines.  Perform process at least once quarterly. Process purchase requisitions as back-up when needed to primary per current guidelines, including auditing and keying POs, follow ups with vendors and requestors, and notifying vendors and requestors of PO information.  (Future online process guidelines TBD.)

* Resolved vendor statement issues, invoices on hold, invoice approval follow ups, etc.
* Processed 800 invoices weekly.
* Work with management to determine reporting needs and provide reports and other payment information as necessary during month and quarter end cycles.

**ACCOUNT PAYABLE SPECIALIST**

AES Corp- Arlington, VA April-08-Oct-08 processing 700 invoices Weekly

Receive and verify invoices and requisitions for goods services. Verify transactions comply with financial policies and procedures. Prepare batches of invoices for data entry. Data entry invoices for payment. Process backup reports after data entry. Prepare Vendors checks for mailing. Prepare manual checks as and when required. Maintain general ledger. Verify coding and obtain signatures. Process 1099. Process check and refund requests. Process all American express payment. Use concurs to process visa payment.

* Processed 700 invoices on a weekly basis.

**ACCOUNT PAYABLE CLERK**

Medquest Associates- Alpharetta, GA Sept- 07- Jan-08 800 invoices weekly

Receive and verify invoices and requisitions for goods services. Verify that transactions comply with financial policies and procedures. Prepare batches of invoices for data entry. Data entry invoices for payment. Process backup reports after data entry. Prepare Vendors checks for mailing. Prepare manual check as and when required. Maintain general ledger. Verify coding and obtain signatures. Process 1099. Process check and refund requests.

* Processed 800 invoices on a weekly basis.

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**CUSTOMER SERVICE REP** ASSE (International Student Exchange Program) - Alexandria, VA

**CUSTOMER SERVICE MANGER**

Termini International, Philadelphia, PA

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|  | **Education** |  |

**University of Connecticut BSC (Accounting) Expected Graduation 2011**

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|  | **Skills and Certification** |  |

MS Office: Word, Excel, and PowerPoint, Typing 55 WPM, 10-Key adding machine

Mass 200, As 400, Peachtree, J.D Edward, Quickbooks, Oracle, Great Plain, Peoplesoft, Concur, SAP 6.0