

ARTHUR ARCHER

44 Fourth Street, Sacramento, CA 44444 a.archer@email.com (100) 100-1000

Solution-oriented accounts payable specialist who has over six years of experience working with vendors. Adept at understanding and delivering on expectations while maintaining professional, cordial relationships. Proven track record of improving on-time payment rate and cutting down overall expenditures. Accurate invoice processor who avoids errors through cross-checking and attention to detail.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING

San Francisco University, San Francisco, CA
September 2011 - June 2014

KEY SKILLS

- Identifying and using clients¹ and vendors' preferred communication channels
- Accounting software, including QuickBooks, Oracle NetSuite and Tipalti
- Bookkeeping and reporting
- Vendor negotiations

CERTIFICATIONS

- Certified Bookkeeper, Bookkeepers Association, 2018
- Certified Accounts Payable Professional, Financial Professionals Association, 2021

PROFESSIONAL EXPERIENCE

ACCOUNTS PAYABLE SPECIALIST

Bakersfield Manufacturing,
Bakersfield, CA
September 2017 - Present

- Negotiate payment plans with vendors, in one case reducing total expenditures by \$2 million through early payments
- Process 500+ invoices per week
- Regularly communicate with 14 vendors, including two Fortune 500 companies
- Maintain records of payment transactions
- Cross-check records for errors, finding and correcting an average of 10 per week

ACCOUNTS PAYABLE CLERK

Sacramento Solutions,
Sacramento, CA
July 2015 ■ August 2017

- Cleared backlog of six months of work, resolving 30 accounting errors
- Processed and verified invoices, serving as the primary point of contact for 12 clients
- Created and delivered weekly, monthly and quarterly reports to executive team, including CFO
- Implemented use of QuickBooks software, reducing company-wide payment errors by 90%