

# Marlon Brown

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Self-motivated, proactive Accounts Payable Specialist with over 2 years experience handling invoicing, reconciling, purchase orders, and vendor management. Highly familiar with US GAAP, budget control, and accounts administration. Organized, proficient in multiple software platforms, and flexible with multiple priorities. Skilled at collaboration and Learning new concepts quickly.

## Education

### Associate of Applied Business - Accounting Technology

Owens Community College, Toledo, OH  
September 2016 - May 2018

## Key Skills

- Data entry and general ledger entry
- MS Office, QuickBooks, Sage X3, Oracle NetSuite, and SAP Accounts Payable Module
- Detail-oriented
- Excellent verbal and written communication skills
- Teamwork

## Professional Experience

### Accounts Payable Specialist

STP Enterprises, Toledo, OH | January 2020 - Present

- Coordinating approval procedures of accounts payable invoices
- Balancing batch summary reports for verification
- Entering financial transactions into internal database with 100% accuracy and full compliance with company policy
- Introduced process optimization and auditing procedures that have led to a 15% processing time reduction

### Accounts Payable Clerk

FasTemp Staffing Solutions, Toledo, OH | June 2018 - January 2020

- Filled in for absent or unfilled A/P positions in various companies
- Resolved backlogged work and billing issues, resulting in annual overpayment savings of \$2 5,000 for one business and \$15,000 for two businesses
- Communicated regularly with a nationwide network of suppliers and vendors
- Commended by company executives for creating timely, accurate cash flow reports and A/P Liability summaries